ePro Requisitions
Training Manual
PS 2254

PeopleSoft 9.1

City of Kansas City, Missouri

December 2013

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- **%** sign is a wild card in PeopleSoft
- Clear Cache – Tools > Internet Options > Delete > OK
- Always Sign out from PeopleSoft (upper right corner). Try not to use the X
- P-Cards – purchases can be made with the Department's P-Cards for up to $1,500 per transaction with a limit of $10,000 per month
- Requisition approval thresholds:
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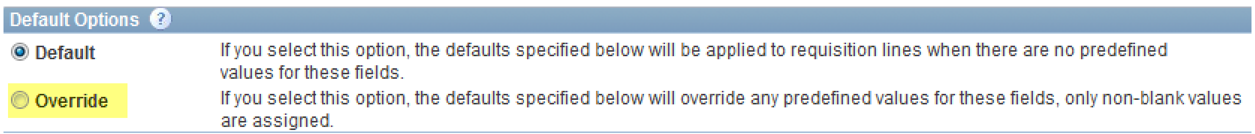
    - Less than $50K requires 2nd level approval
    - Greater than $50K requires 3rd level approval
- Create a Speed Chart:
    - Set Up Financials/Supply Chain > Product Related > Procurement Options > Management > SpeedChart > SpeedChart

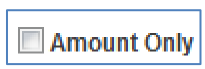
New Features:

- Embedded Help
- Zoom click Return to go back
- Override Option

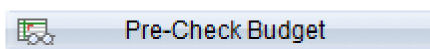


- Vendor Name added to the Special item tab
- Requisition Summary on the right side of the screen
- Contract ID default

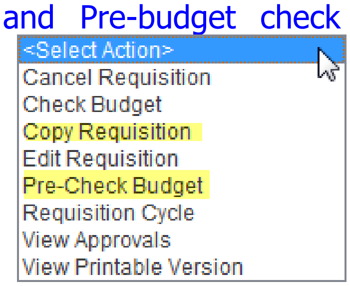
- Amount only box



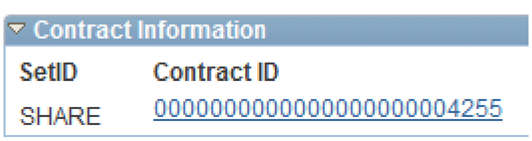
- Pre-budget check



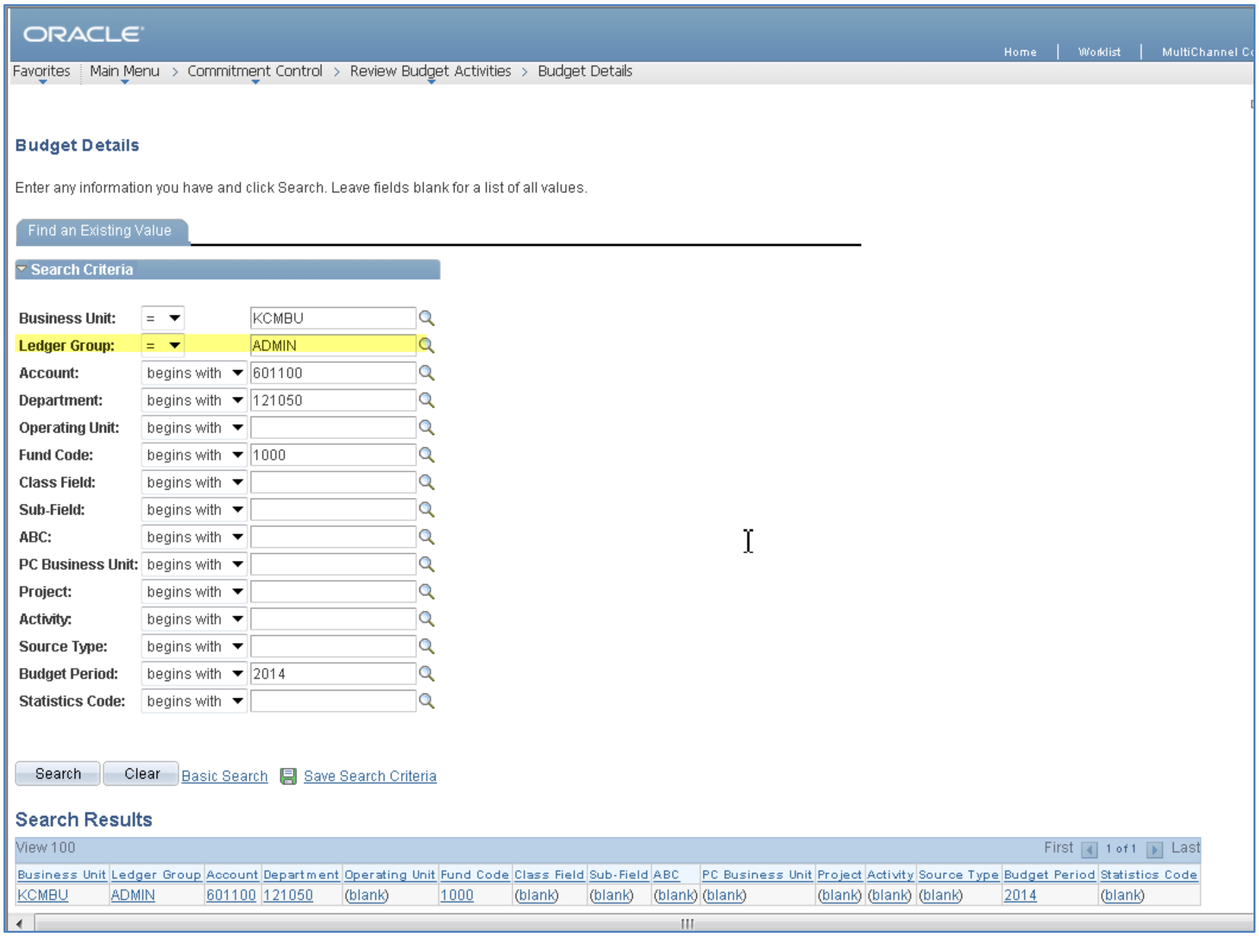
- Copy Requisition and Pre-budget check options available on the Manage Requisition page



- Contract Information available on the **Requisition Details** page



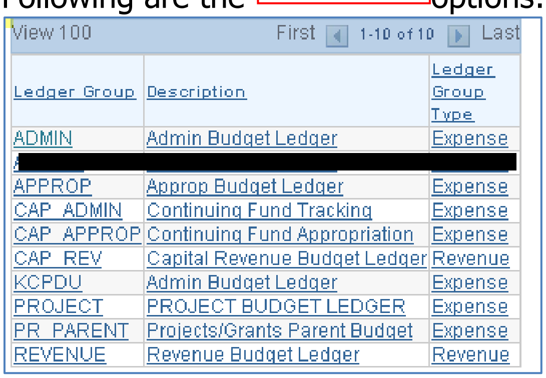
Inquire Budget:



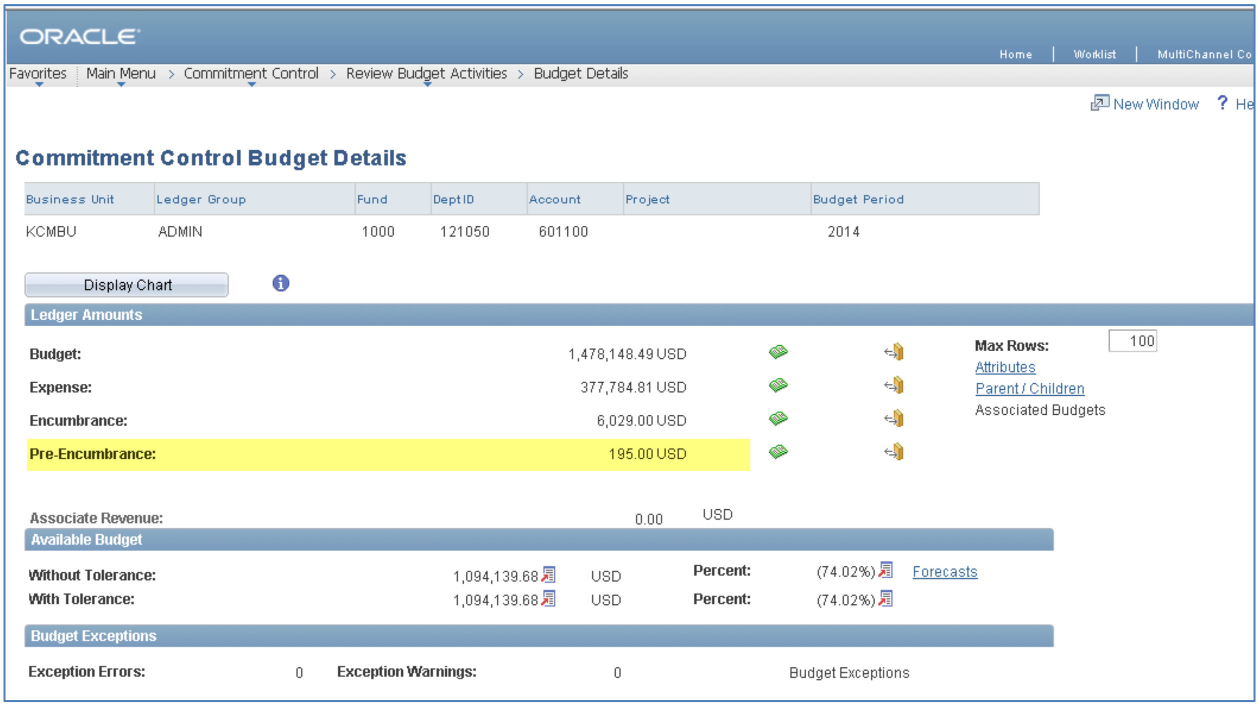
Navigate to the above Page.

Enter the Chartfield information. Click Search

Following are the Ledger Group: options:

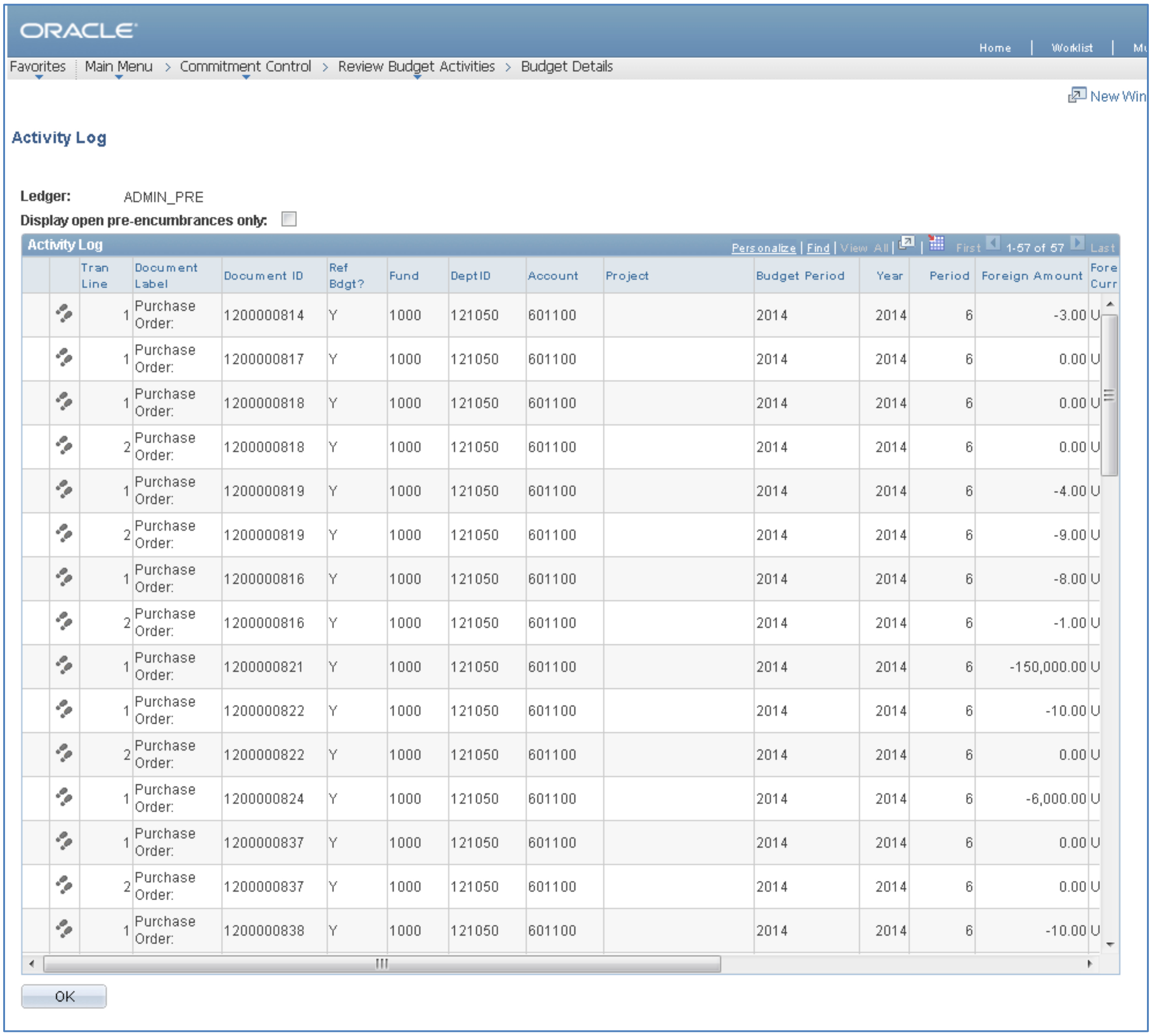

View 100 First 1-10 of 10 Last

Ledger Group	Description	Ledger Group Type
ADMIN	Admin Budget Ledger	Expense
[redacted]		
APPROP	Approp Budget Ledger	Expense
CAP_ADMIN	Continuing Fund Tracking	Expense
CAP_APPROP	Continuing Fund Appropriation	Expense
CAP_REV	Capital Revenue Budget Ledger	Revenue
KCPDU	Admin Budget Ledger	Expense
PROJECT	PROJECT BUDGET LEDGER	Expense
PR_PARENT	Projects/Grants Parent Budget	Expense
REVENUE	Revenue Budget Ledger	Revenue



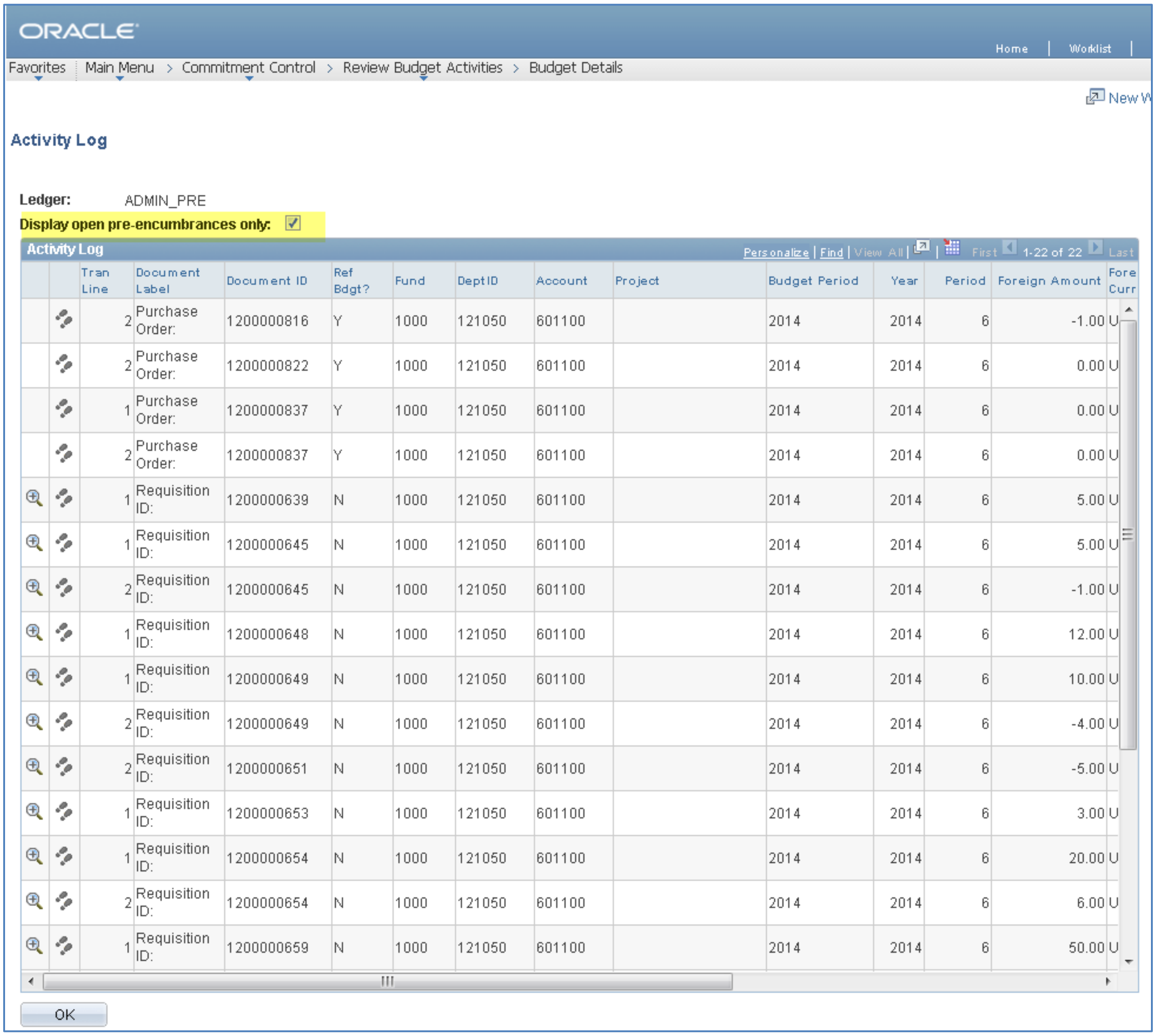
The above page displays the total Budget, Expenses, Encumbrances, Pre-Encumbrances and Available Budget.

Click the Activity Log icon to review Pre-Encumbrances for the requisitions.



Tran Line	Document Label	Document ID	Ref Bdgt?	Fund	Dept ID	Account	Project	Budget Period	Year	Period	Foreign Amount	Fore Curr
1	Purchase Order:	1200000814	Y	1000	121050	601100		2014	2014	6	-3.00	U
1	Purchase Order:	1200000817	Y	1000	121050	601100		2014	2014	6	0.00	U
1	Purchase Order:	1200000818	Y	1000	121050	601100		2014	2014	6	0.00	U
2	Purchase Order:	1200000818	Y	1000	121050	601100		2014	2014	6	0.00	U
1	Purchase Order:	1200000819	Y	1000	121050	601100		2014	2014	6	-4.00	U
2	Purchase Order:	1200000819	Y	1000	121050	601100		2014	2014	6	-9.00	U
1	Purchase Order:	1200000816	Y	1000	121050	601100		2014	2014	6	-8.00	U
2	Purchase Order:	1200000816	Y	1000	121050	601100		2014	2014	6	-1.00	U
1	Purchase Order:	1200000821	Y	1000	121050	601100		2014	2014	6	-150,000.00	U
1	Purchase Order:	1200000822	Y	1000	121050	601100		2014	2014	6	-10.00	U
2	Purchase Order:	1200000822	Y	1000	121050	601100		2014	2014	6	0.00	U
1	Purchase Order:	1200000824	Y	1000	121050	601100		2014	2014	6	-6,000.00	U
1	Purchase Order:	1200000837	Y	1000	121050	601100		2014	2014	6	0.00	U
2	Purchase Order:	1200000837	Y	1000	121050	601100		2014	2014	6	0.00	U
1	Purchase Order:	1200000838	Y	1000	121050	601100		2014	2014	6	-10.00	U

The above **Activity Log** Page will display all the Requisitions as well as the POs that were sourced from the Requisitions.



ORACLE

Home | Worklist |

Favorites | Main Menu > Commitment Control > Review Budget Activities > Budget Details

New W

Activity Log

Ledger: ADMIN_PRE

Display open pre-encumbrances only: ☑

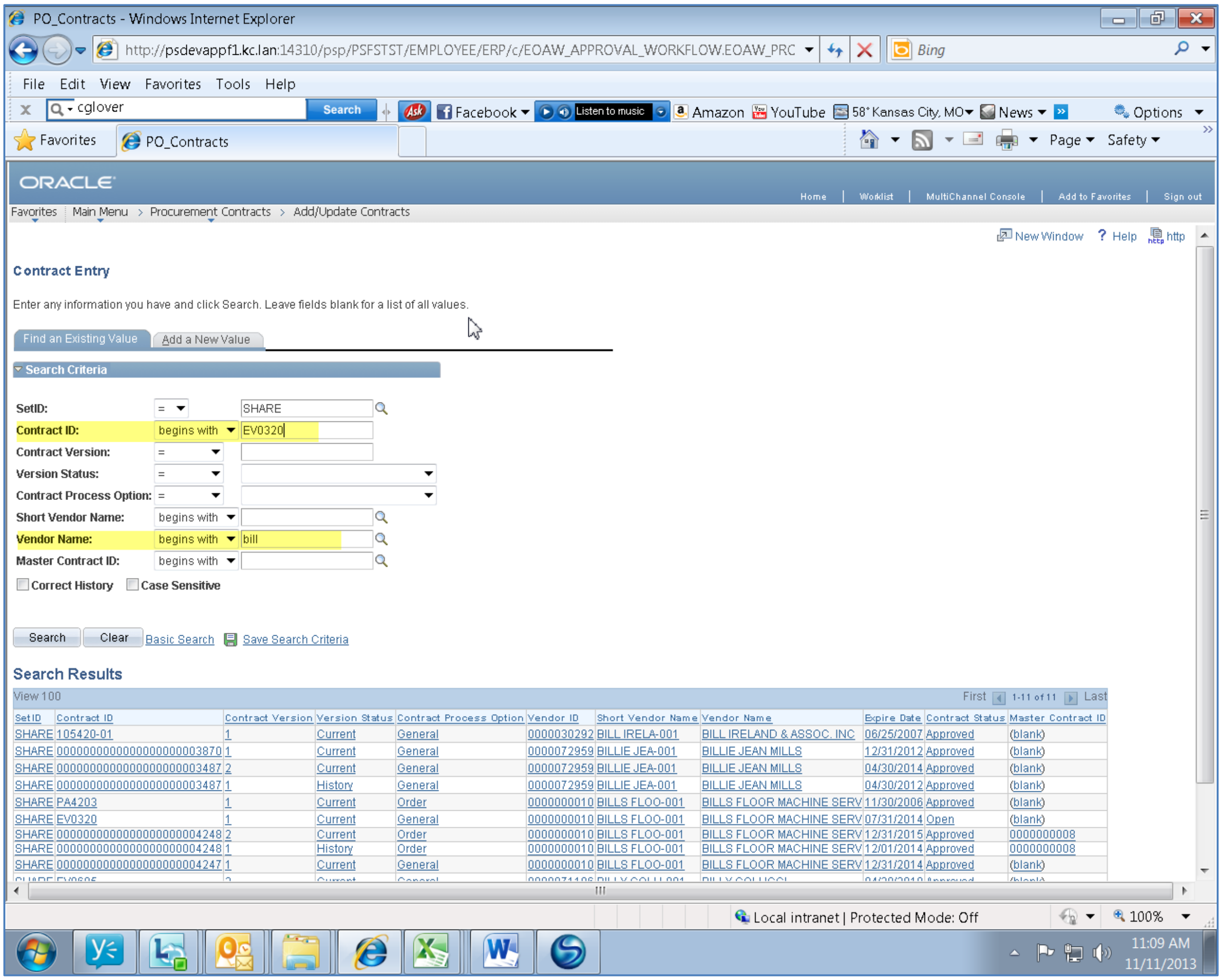
Activity Log Personalize | Find | View All | First 1-22 of 22 Last

Tran Line	Document Label	Document ID	Ref Bdgt?	Fund	DeptID	Account	Project	Budget Period	Year	Period	Foreign Amount	Fore Curr
2	Purchase Order:	1200000816	Y	1000	121050	601100		2014	2014	6	-1.00	U
2	Purchase Order:	1200000822	Y	1000	121050	601100		2014	2014	6	0.00	U
1	Purchase Order:	1200000837	Y	1000	121050	601100		2014	2014	6	0.00	U
2	Purchase Order:	1200000837	Y	1000	121050	601100		2014	2014	6	0.00	U
1	Requisition ID:	1200000639	N	1000	121050	601100		2014	2014	6	5.00	U
1	Requisition ID:	1200000645	N	1000	121050	601100		2014	2014	6	5.00	U
2	Requisition ID:	1200000645	N	1000	121050	601100		2014	2014	6	-1.00	U
1	Requisition ID:	1200000648	N	1000	121050	601100		2014	2014	6	12.00	U
1	Requisition ID:	1200000649	N	1000	121050	601100		2014	2014	6	10.00	U
2	Requisition ID:	1200000649	N	1000	121050	601100		2014	2014	6	-4.00	U
2	Requisition ID:	1200000651	N	1000	121050	601100		2014	2014	6	-5.00	U
1	Requisition ID:	1200000653	N	1000	121050	601100		2014	2014	6	3.00	U
1	Requisition ID:	1200000654	N	1000	121050	601100		2014	2014	6	20.00	U
2	Requisition ID:	1200000654	N	1000	121050	601100		2014	2014	6	6.00	U
1	Requisition ID:	1200000659	N	1000	121050	601100		2014	2014	6	50.00	U

OK

Add a check mark ☑ to display Pre-Encumbrances only on the **Activity Log** Page. This will display the requisitions only.

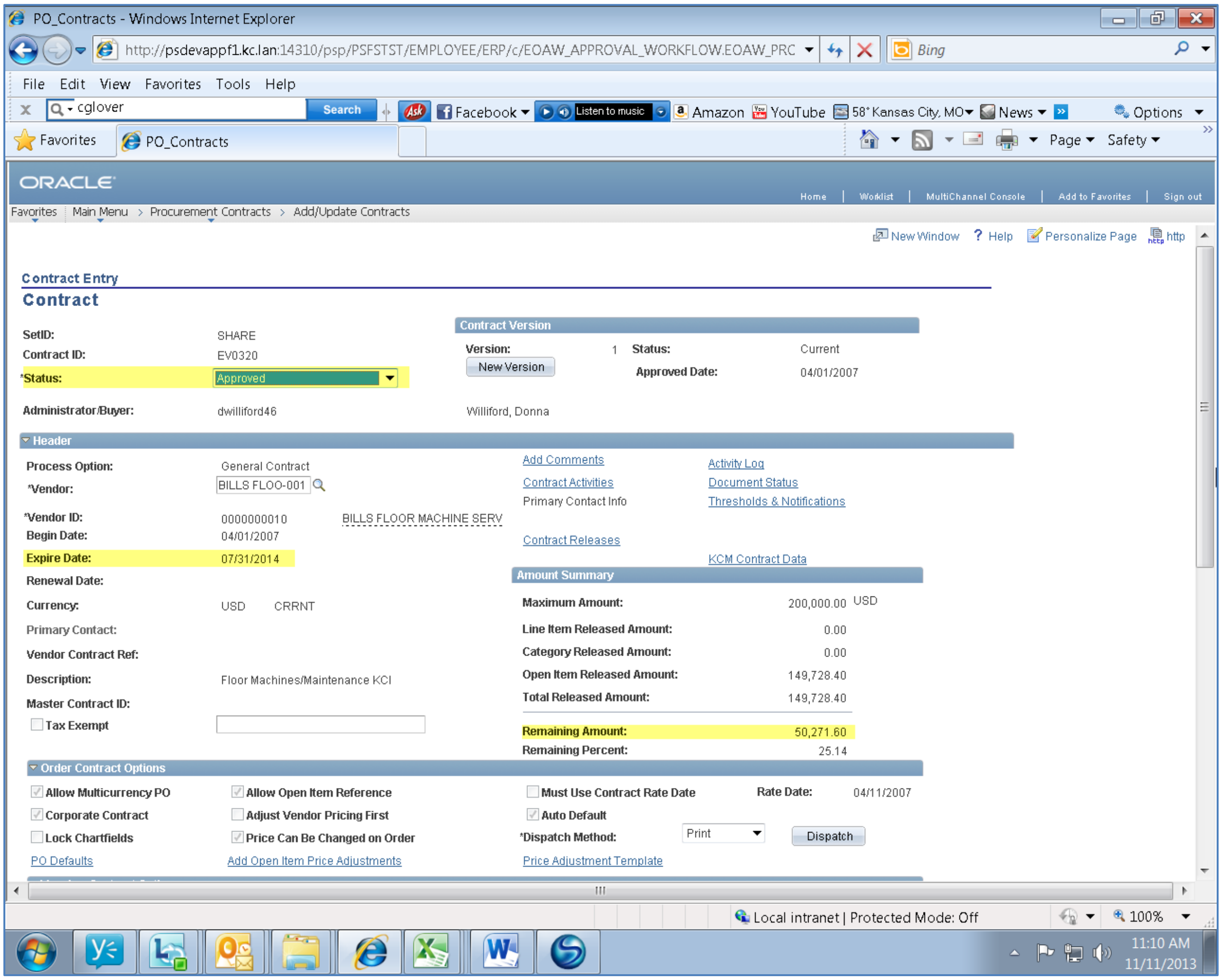
Look Up a Contract:



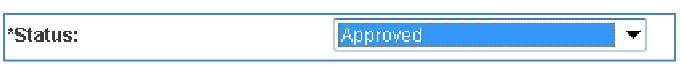
Enter the Contract # on the **Find an Existing Value** Tab.

Click **Search**

Click the **Contract ID** **EV0320** to open the Contract



A contract can be used if the:

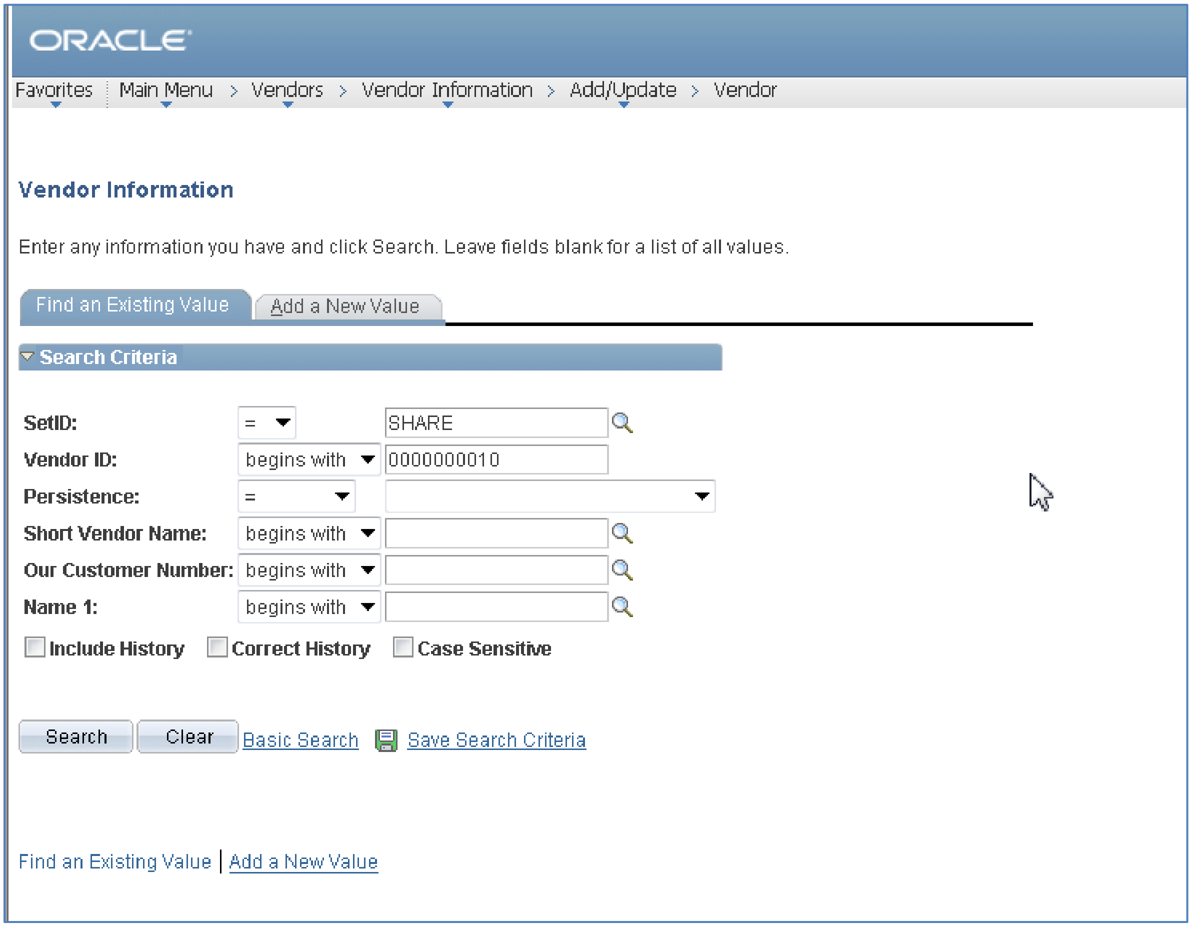


status must be valid

expiry date should be greater than today's date

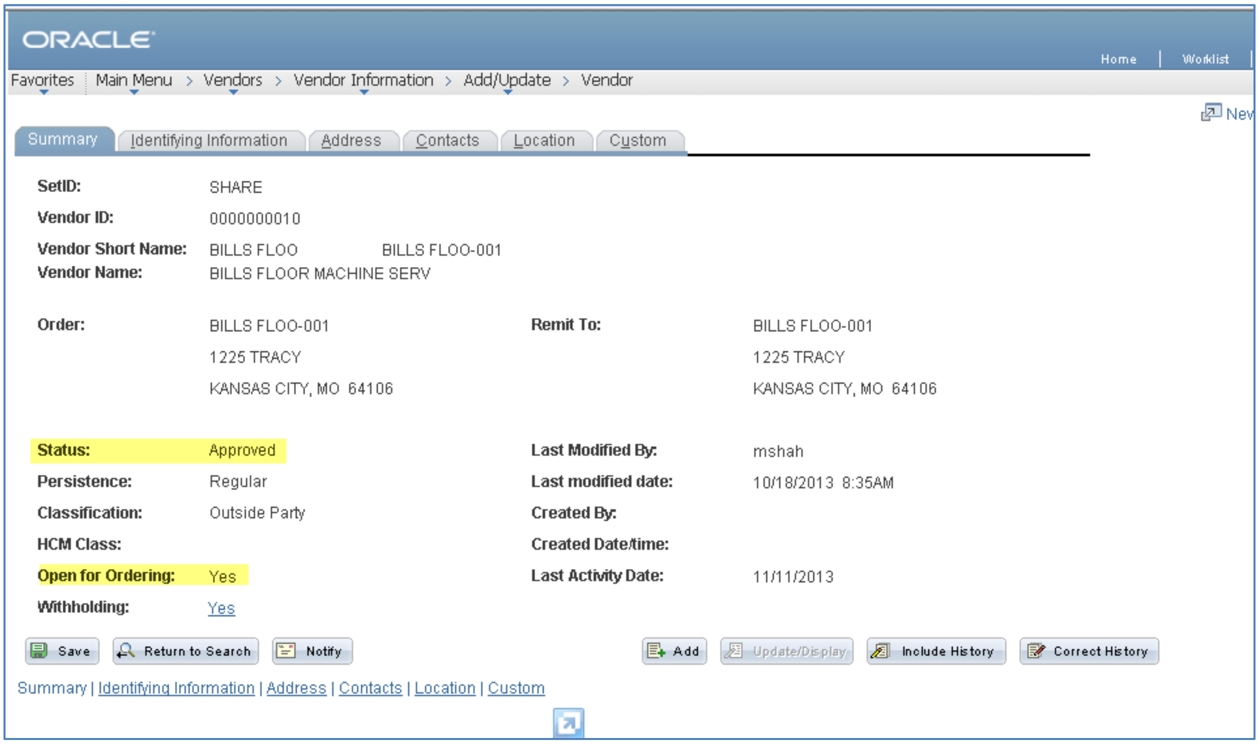
remaining amount is greater than or equal to the encumbrance. Contracts have no impact on the per-encumbrance. You can add a contract that has less money than the pre-encumbrance. However, a PO(E) cannot be processed unless the contract has enough money.

Look Up a Vendor:



Enter the Vendor ID on this page

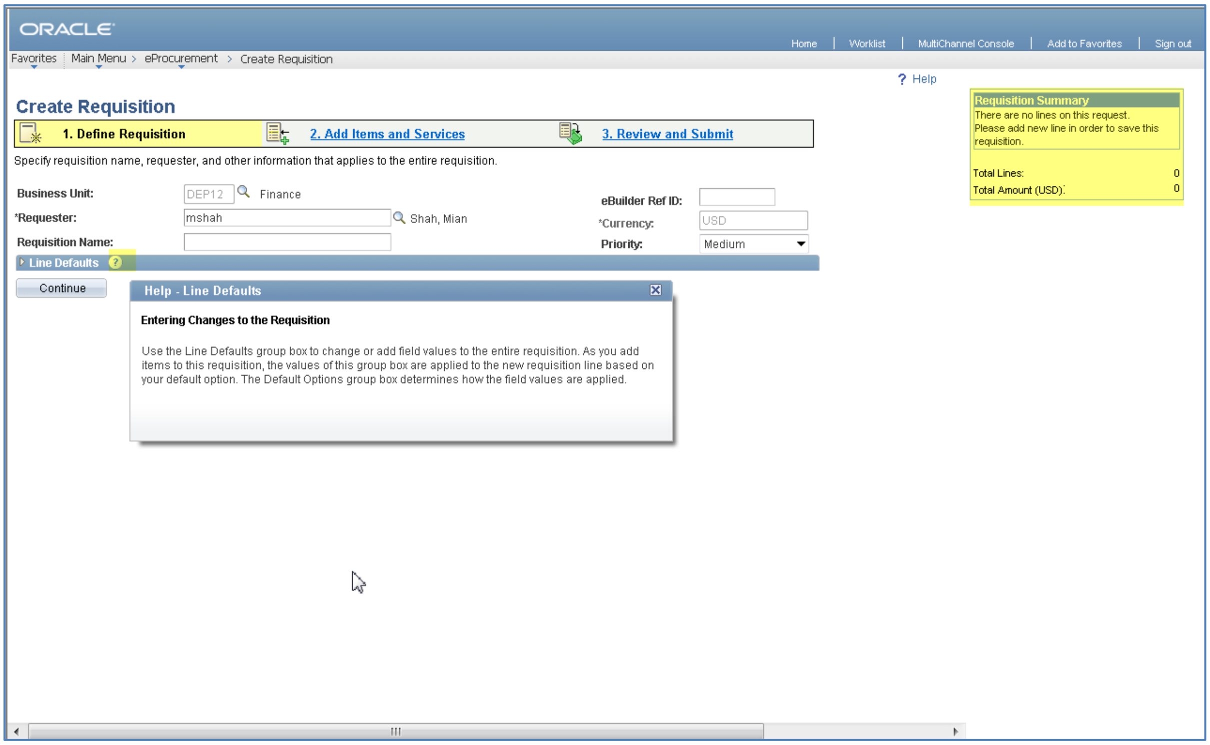
Click 



A vendor must be in Approved Status to do business with the City.

View other Tabs for more information.

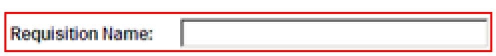
Create a Requisition:



When you click the 

link, the above screen displays.

Business Unit should defaults to your setting, which is your Department.
Requester should default to your User ID.

You can enter the 

to identify your requisition, if not, this field will be populated with the requisition #. If you add the Requisition Name, it will have both the Name and the System generated # after you save the requisition.

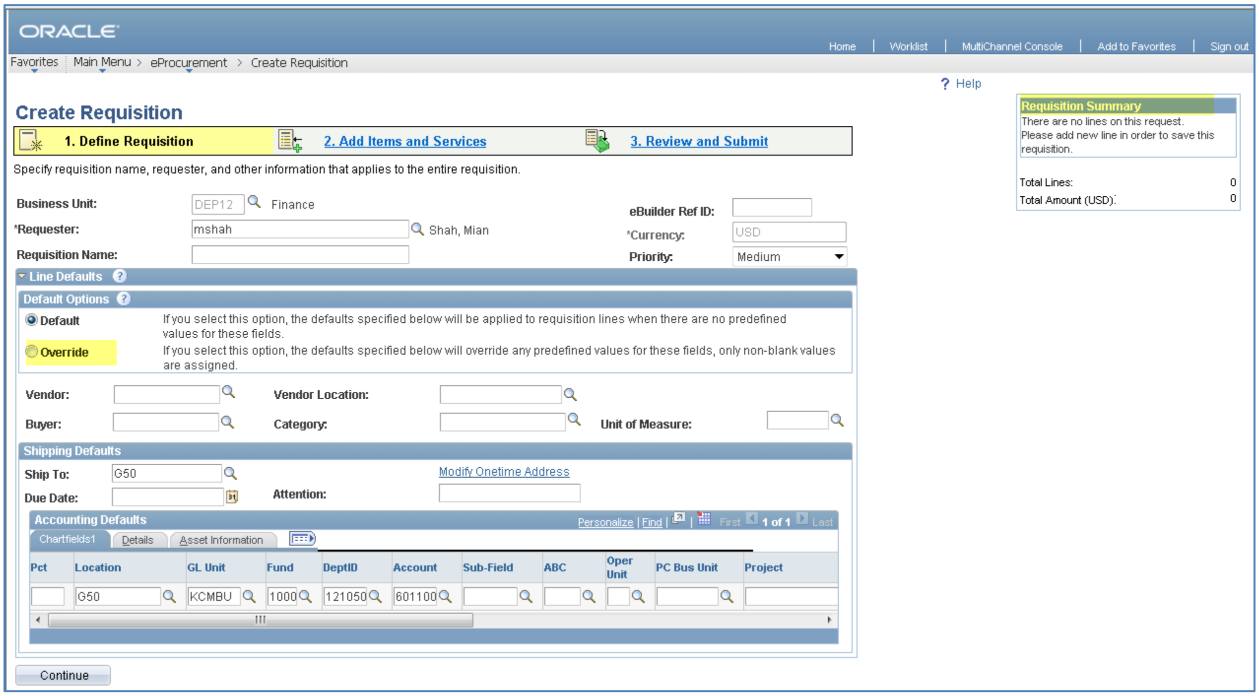
Currency is USD

Priority defaults to Medium. It has no impact on the requisition. It only helps if you are running Reports to identify how many were created in High, Medium or Low priorities.

Click the 

 The embedded Help icon provides information about a section on the Page.

New Requisition Summary Box -



Enter Line Defaults

Override — If you select this option, the defaults specified below will override any predefined values for these fields, only non-blank values are assigned.

Vendor: , Buyer: ,

Category: , Unit of Measure:

Requisitions will workflow to the Buyer you select in the Buyer: swang49 after the requisition is approved in the Department.

Enter Shipping Defaults:

Ship To: G50 , Due Date: ,

You can leave the Attention: blank. The System will add your name on the 3. Review and Submit Tab.

Enter **Accounting Defaults**:

Accounting Defaults — Personalize | Find | First 1 of 1 Last

Chartfields1 | Details | Asset Information

Pct	Location	GL Unit	Fund	DeptID	Account	Sub-Field	ABC	Oper Unit	PC Bus Unit	Project
	G50	KCMBU	1000	121050	601100					

Most of the data from this page will default to the

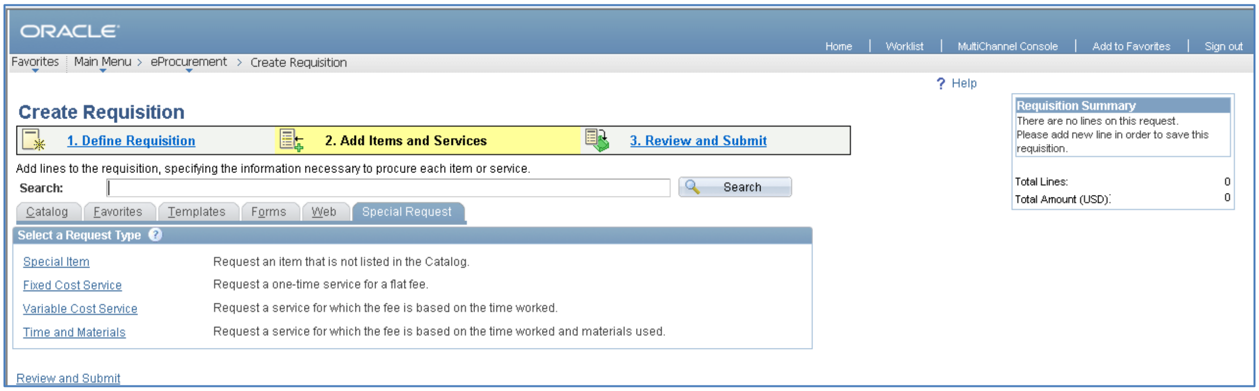
2. Add Items and Services and **3. Review and Submit** tabs.

The **Account** data is not migrated unless you select the Override button.

Open the Details Tab

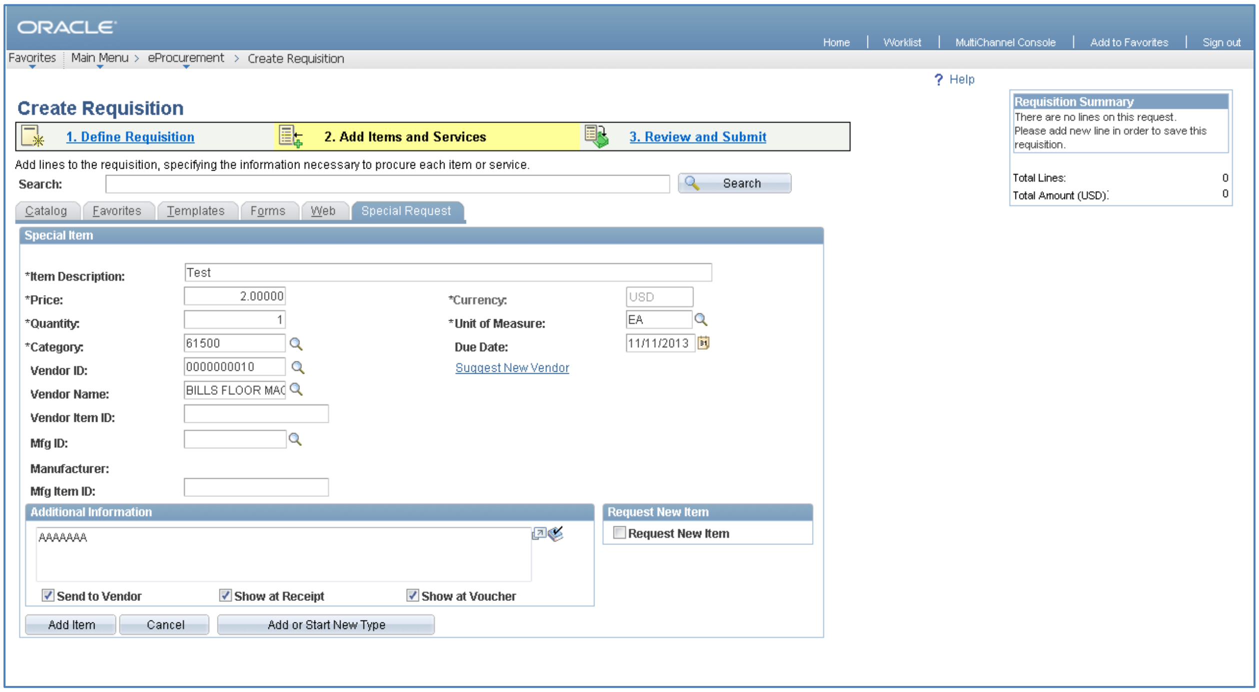
Open the Asset Information Tab. The data from this Tab will migrate to the Assets Module, if a Receiver is created. You can Capitalize an asset or leave the box blank.

Click **Continue**



Go to Special Request Tab

Click Special Item

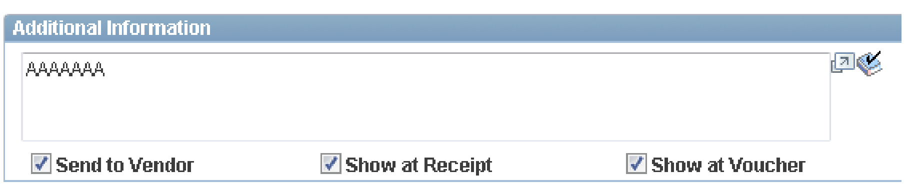


Add ***Item Description:** ,

***Price:** and ***Quantity:** .

Other information should default from the **1. Define Requisition** Tab

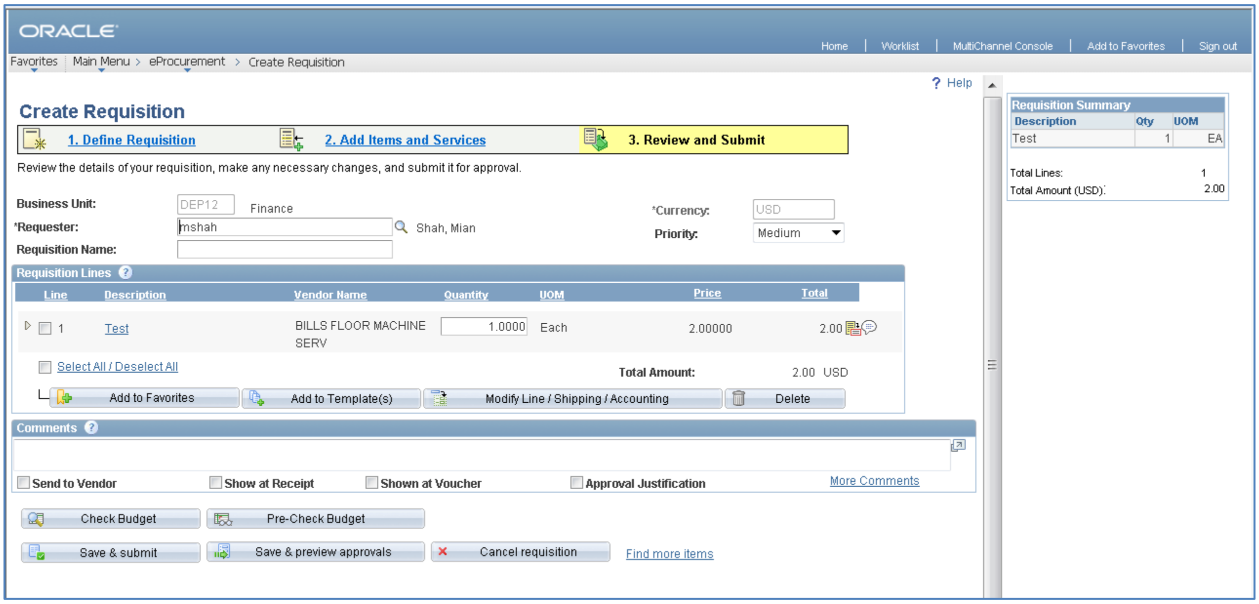
Add Line Comments and select if Comments need to be sent to ☐ **Send to Vendor**, ☐ **Show at Receipt**, ☐ **Show at Voucher**



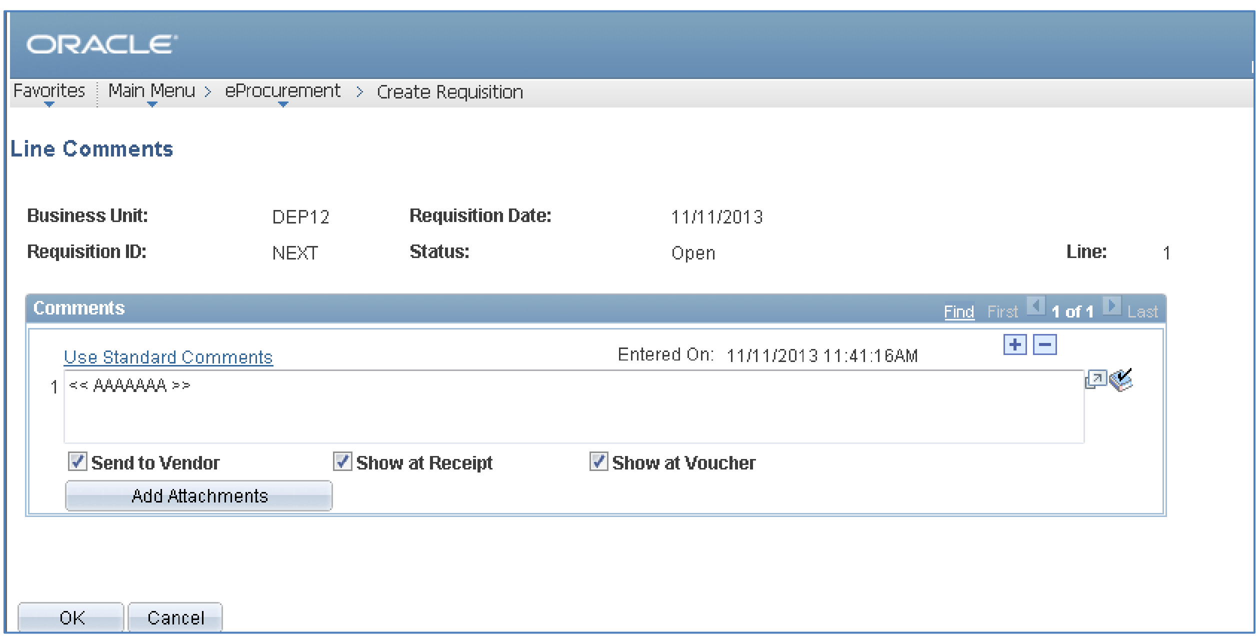
Scroll down and click **Add Item**

Add more line items, if needed

Click **3. Review and Submit** Tab after all line items are added.



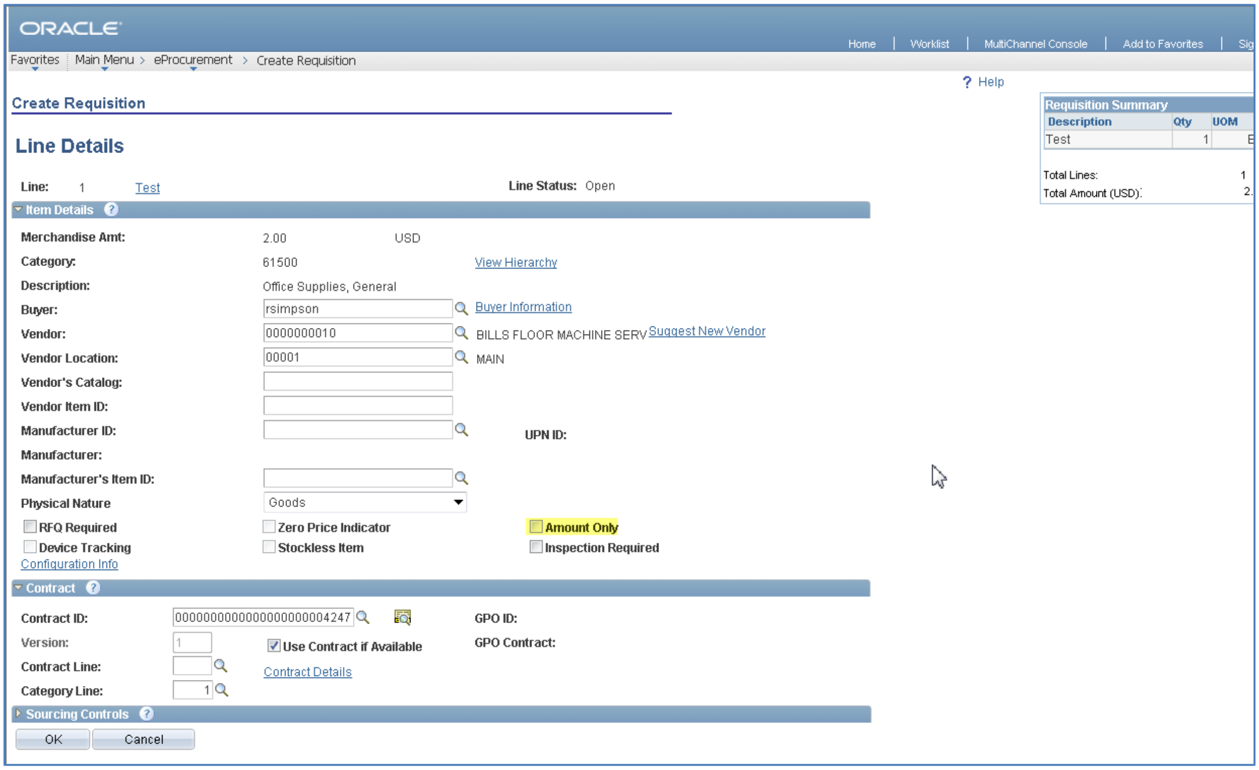
Line level comments can be entered on this Page as well, scroll to the right and click the  icon. The comments on this Page will override the ones on **2. Add Items and Services** tab. The following page will be displayed.



You can enter comments and **Add Attachments**

Click **OK** when done.

When you are back on the **3. Review and Submit** Tab, scroll to the right and click the Line Detail icon, . The following page will open.



Amount Only check this box, if you want the PO by AMT

Contracts can default by vendor and category to all requisition lines, or

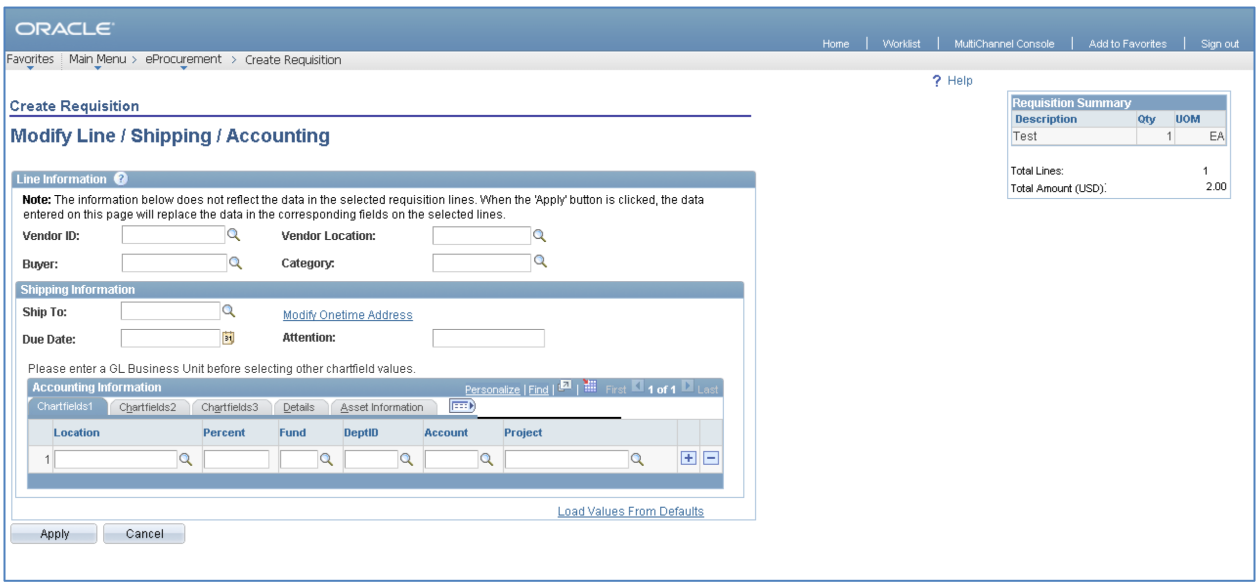
Click to select a contract **Contract ID:** 0000000000000000000004247
Only valid contracts for the Vendor selected in the requisition will be displayed.

Click OK

Note: If a contract is not added, the System will select the most recent contract if one is available, and add it to the PO during the Sourcing process.

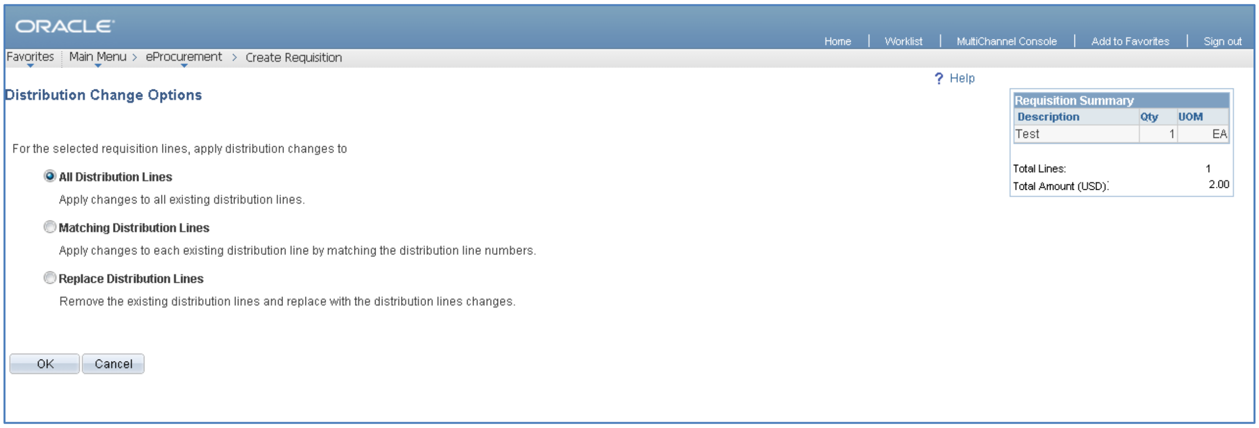
Back on the **3. Review and Submit** Tab, add a check mark ☑ to the line(s) before opening the **Modify Line / Shipping / Accounting** link.

Click **Modify Line / Shipping / Accounting** to change requisition lines data. This is an efficient way to modify, if changes are the same for a multi-line requisition. If each line is charged to a separate account, then accounts should be modified at the line level. However, vendor and buyer can still be changed on this page.



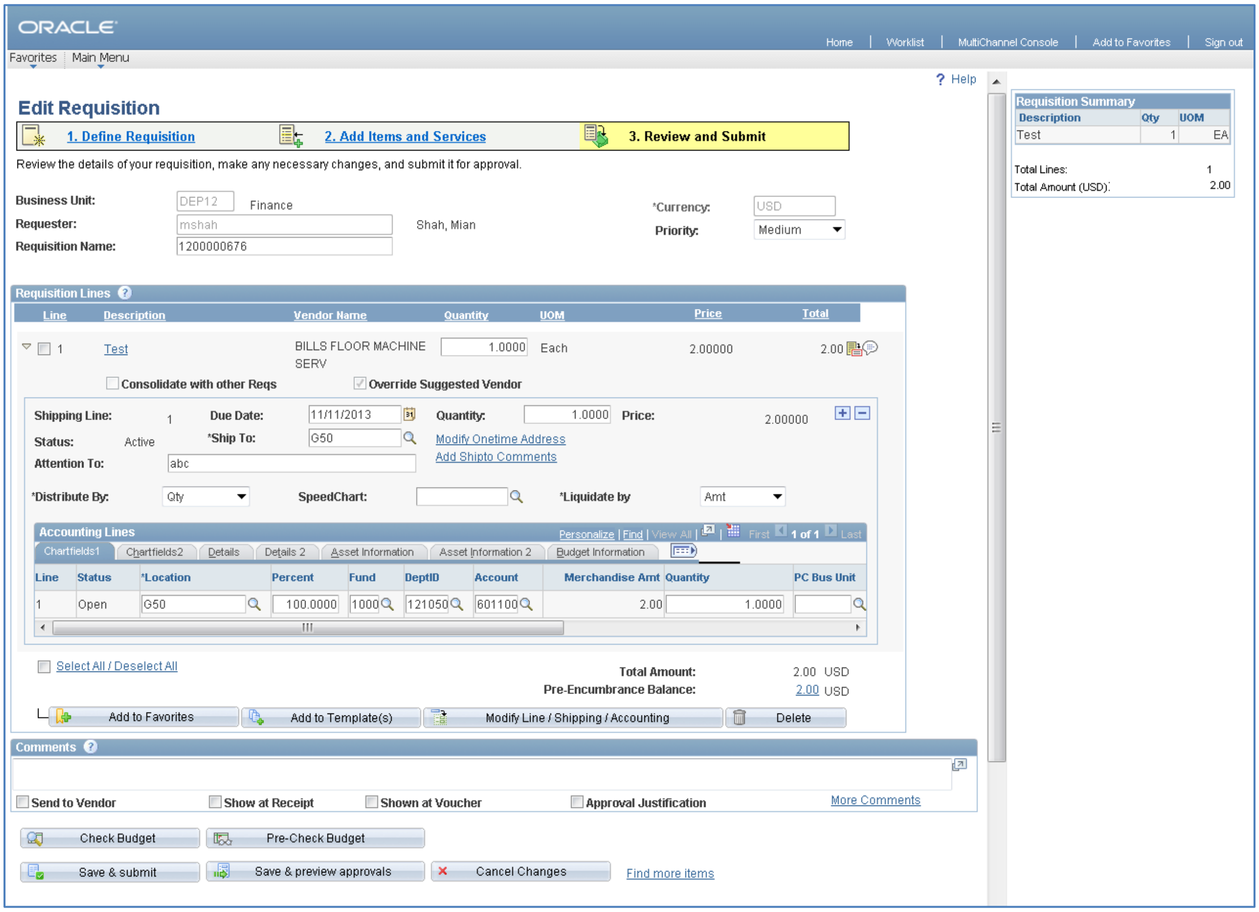
Make changes, and

Click **Apply**



Distribution Change Options page defaults to **All Distribution Lines** – Apply changes to all existing distribution lines.

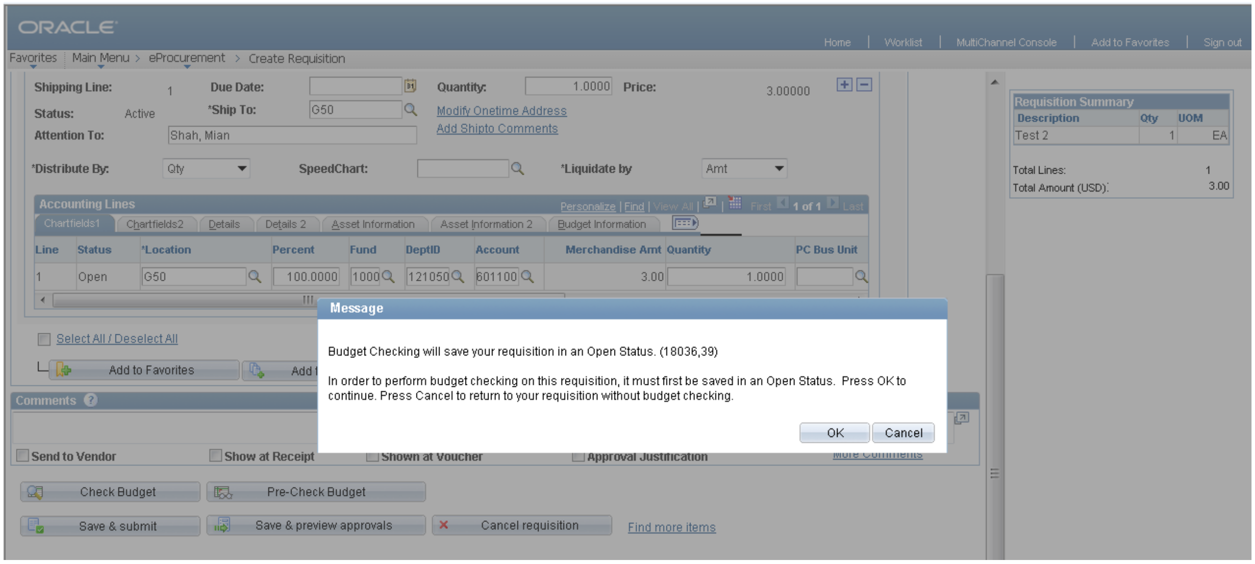
Click **OK** if you want changes made to all lines.



If you do not use the **Modify Line / Shipping / Accounting** page to correct the accounts information, then make changes on the line.

Correct the **Account 601100** data. It always defaults to 999999.

Click **Check Budget** to budget check pre-encumbrance or **Pre-Check Budget** to provisionally check the budget. This will not hold funds as pre-encumbrance.



The above Message screen will open.

Click OK

Budget Checking Status: **Valid** will be displayed. If budget has an error, then look up the Commitment Control to verify that enough funding is available.

Note: Click Add to Favorites to add this requisition to your Favorite list

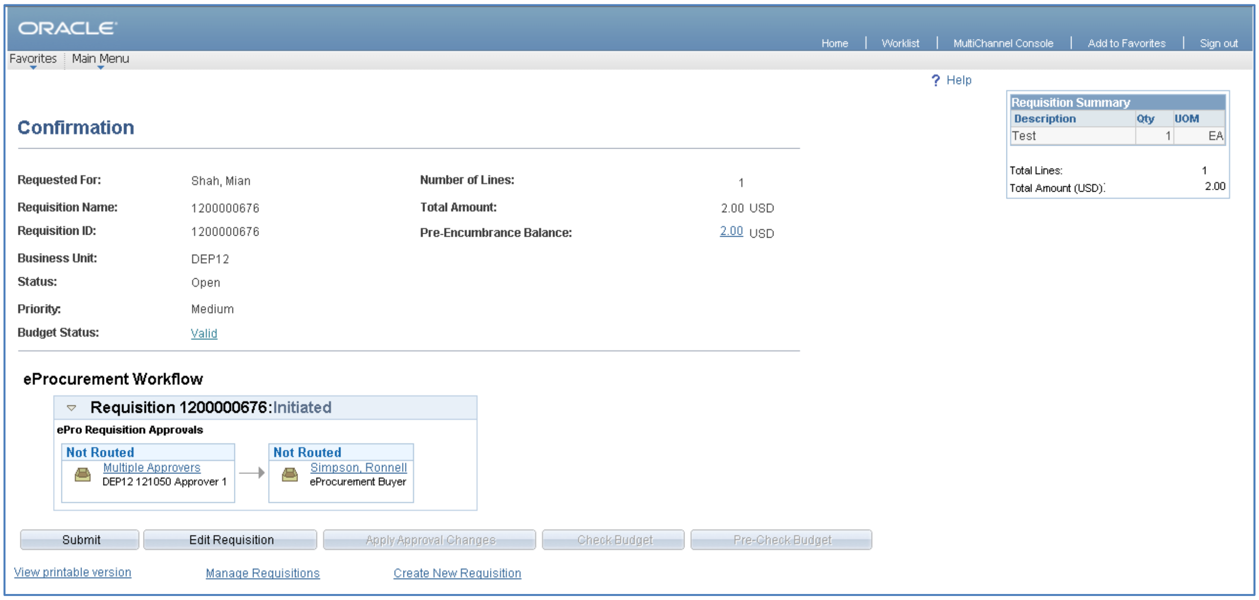
Click to Delete selected items from this requisition. You select items using the check box to the left of the item description.

Cancel Changes This button is only active if you have saved the requisition, and have edited it to make changes. Click the Cancel Changes button to revert to the previously saved version.

Click Cancel requisition to cancel the entire requisition. The system displays a warning message before the cancellation.

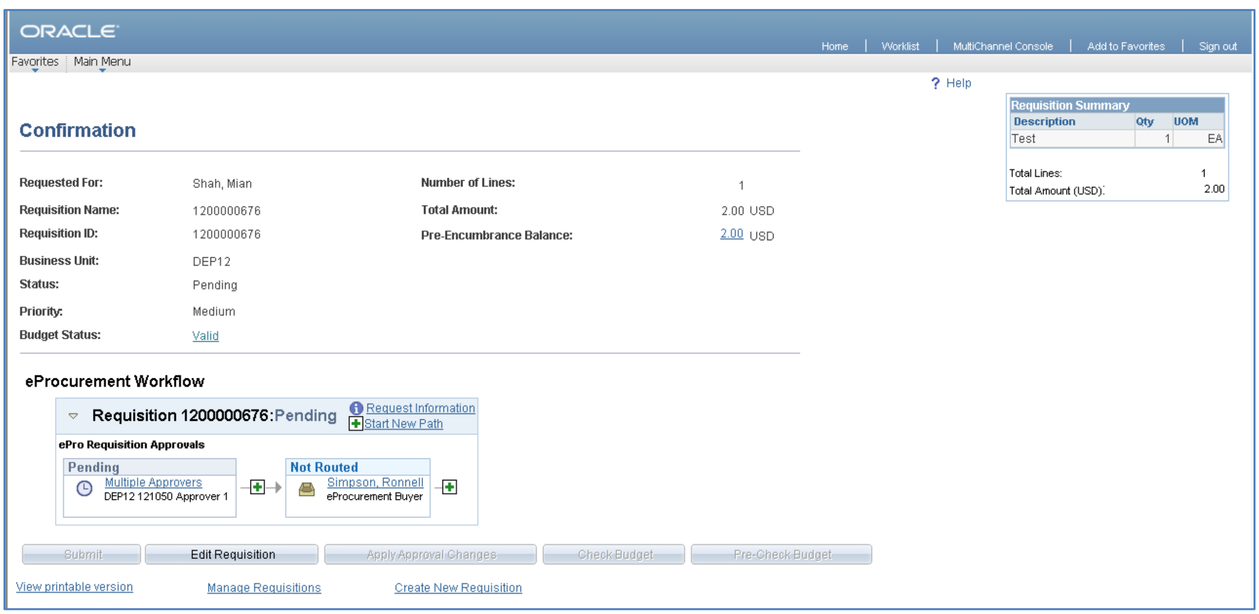
Click 

to preview approvals

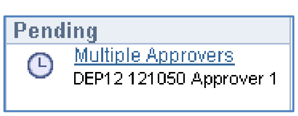


Click 

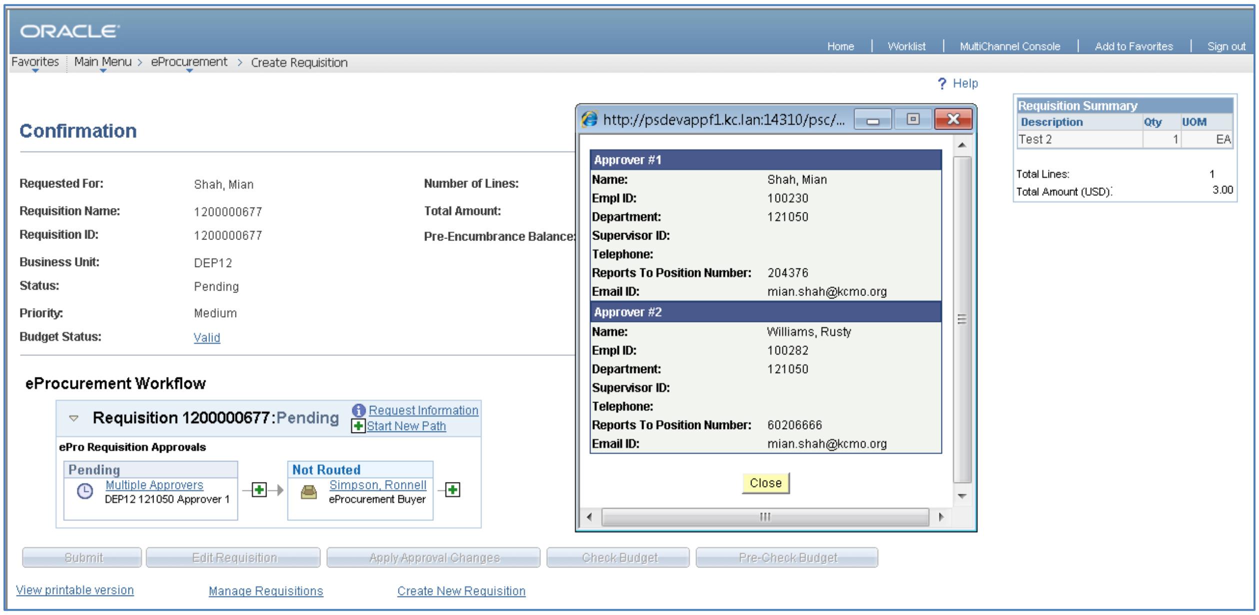
to submit the requisition for approval



The above page will be displayed

Click the 

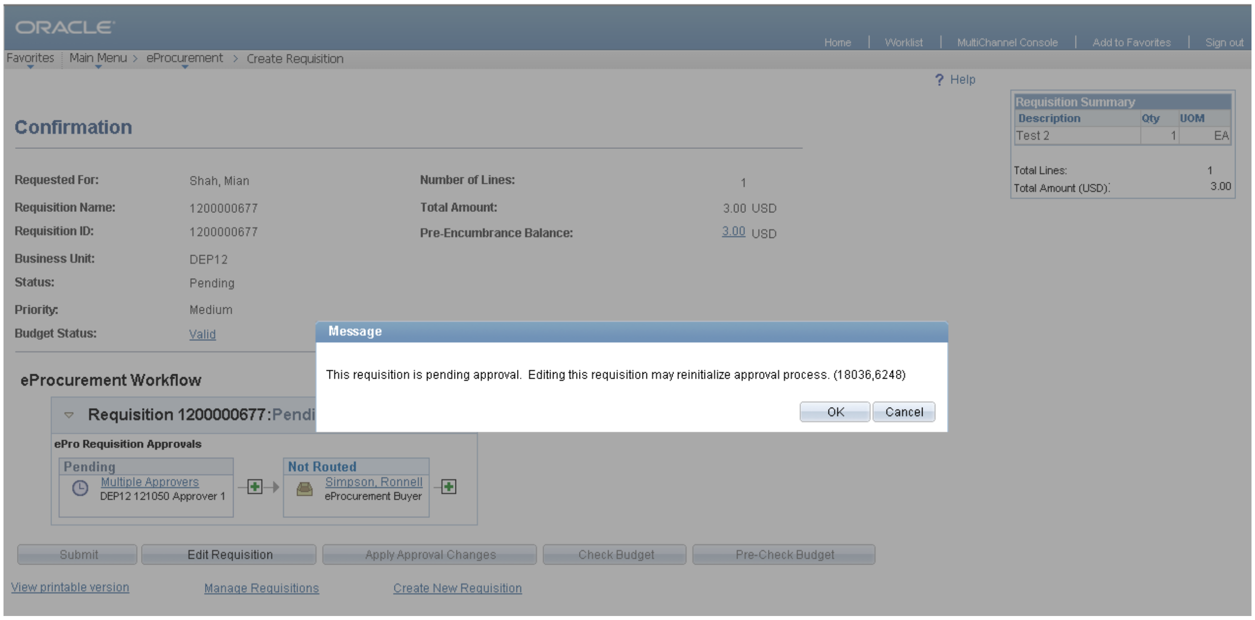
link to see who received the requisition for approval



The small window displays the Users receiving the requisition for approval

Click **Close** to close the small window

Click the **Edit Requisition** if you need to go back and make changes to the requisition



If you modify an approved requisition, the approvals are removed and the Budget Status is not Valid. After making the required changes, you will need to re-budget check the requisition.

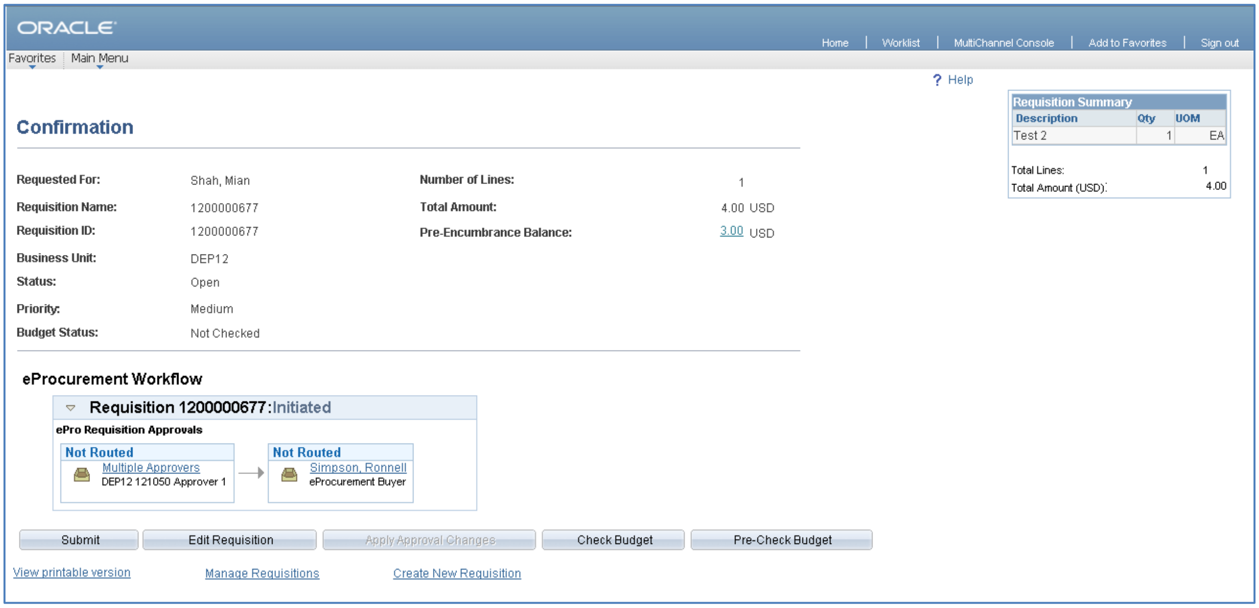
Budget Checking Status: **Valid** will be displayed and a Requisition # will be assigned.

Click OK

Click the Save & preview approvals to view approval routing

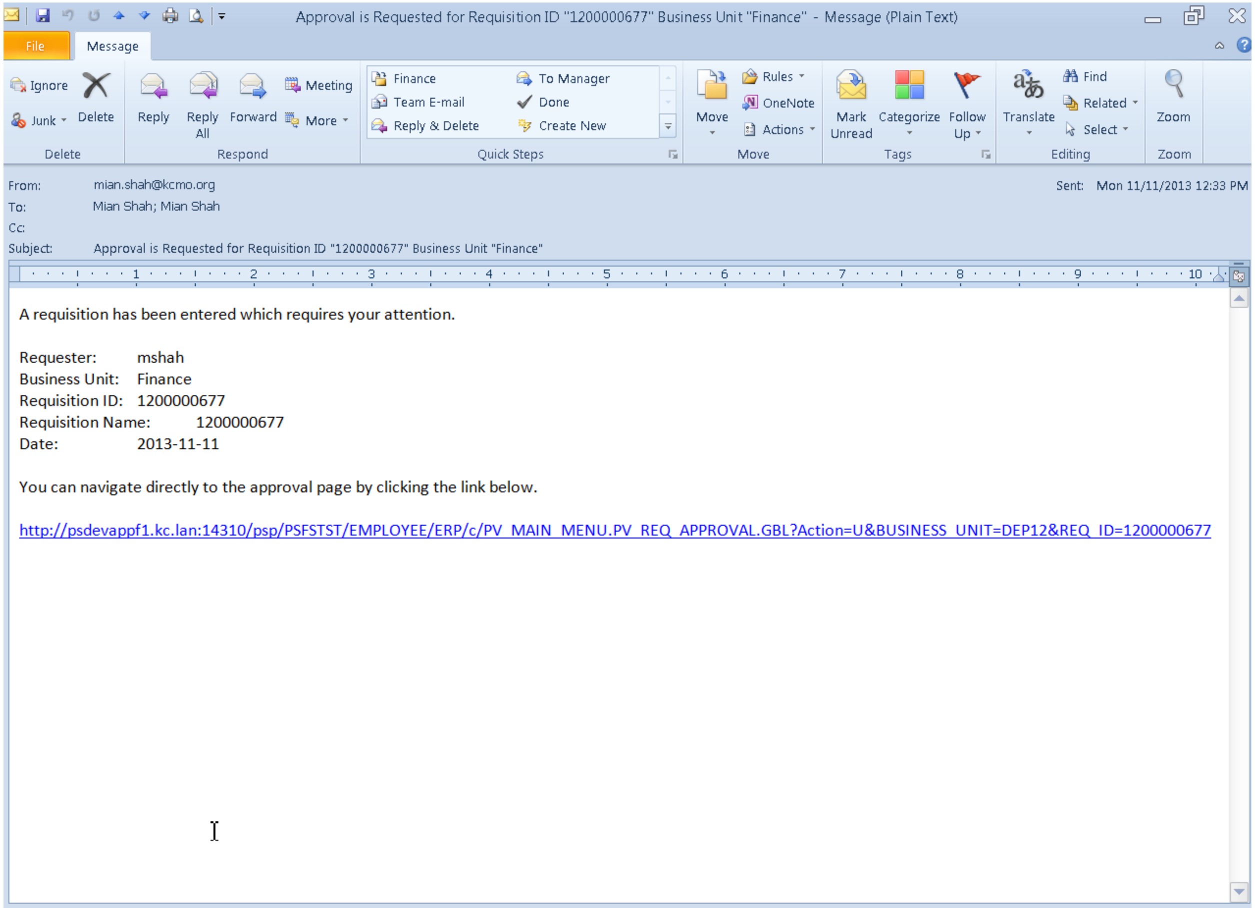
Click Save & submit to route the requisition for approval.

Note:



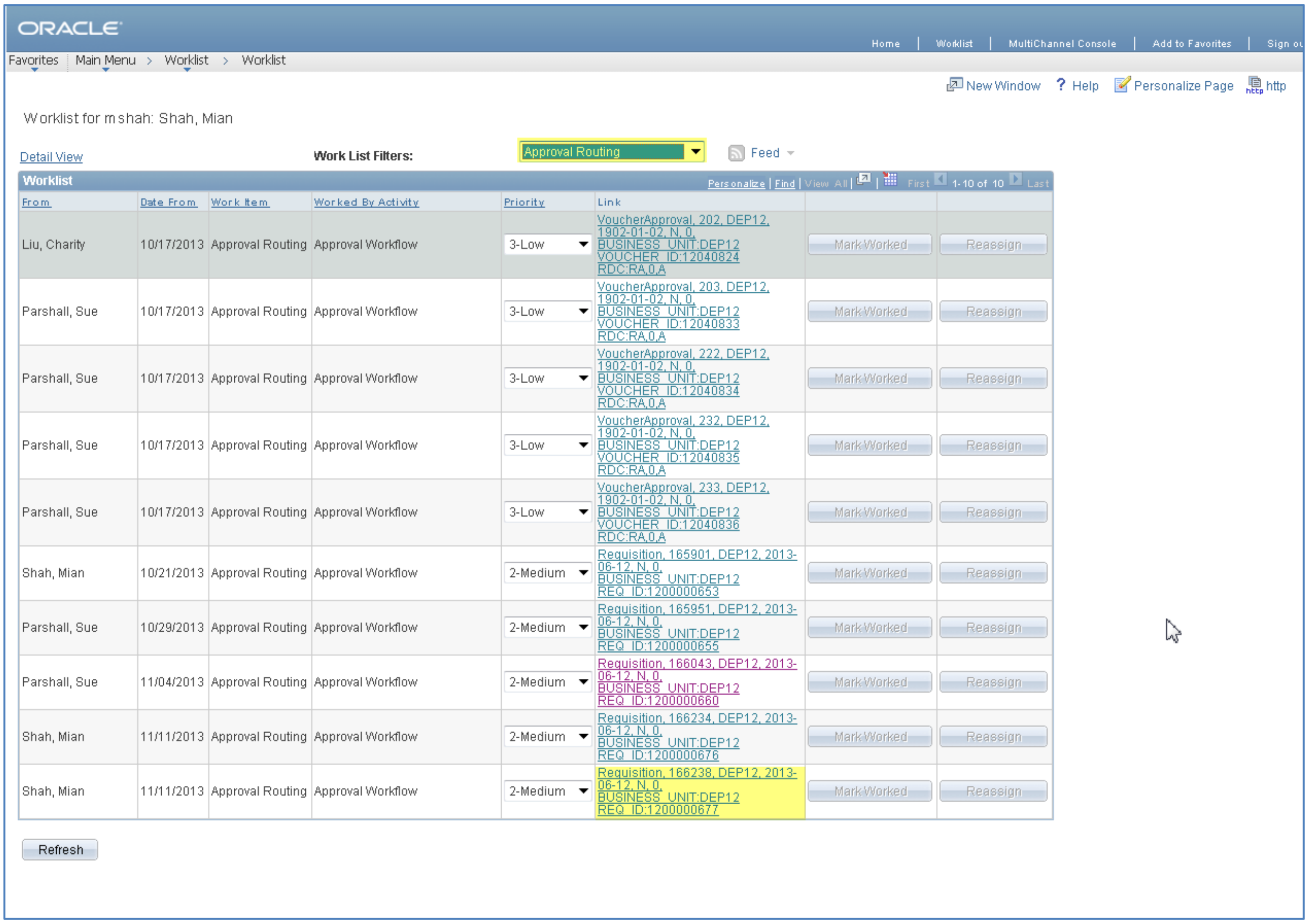
You can Check Budget or Pre-Check Budget and

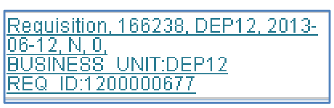
Submit for approval from the above page as well.



User with the 1st level approval will receive an e-mail to approve the requisition.

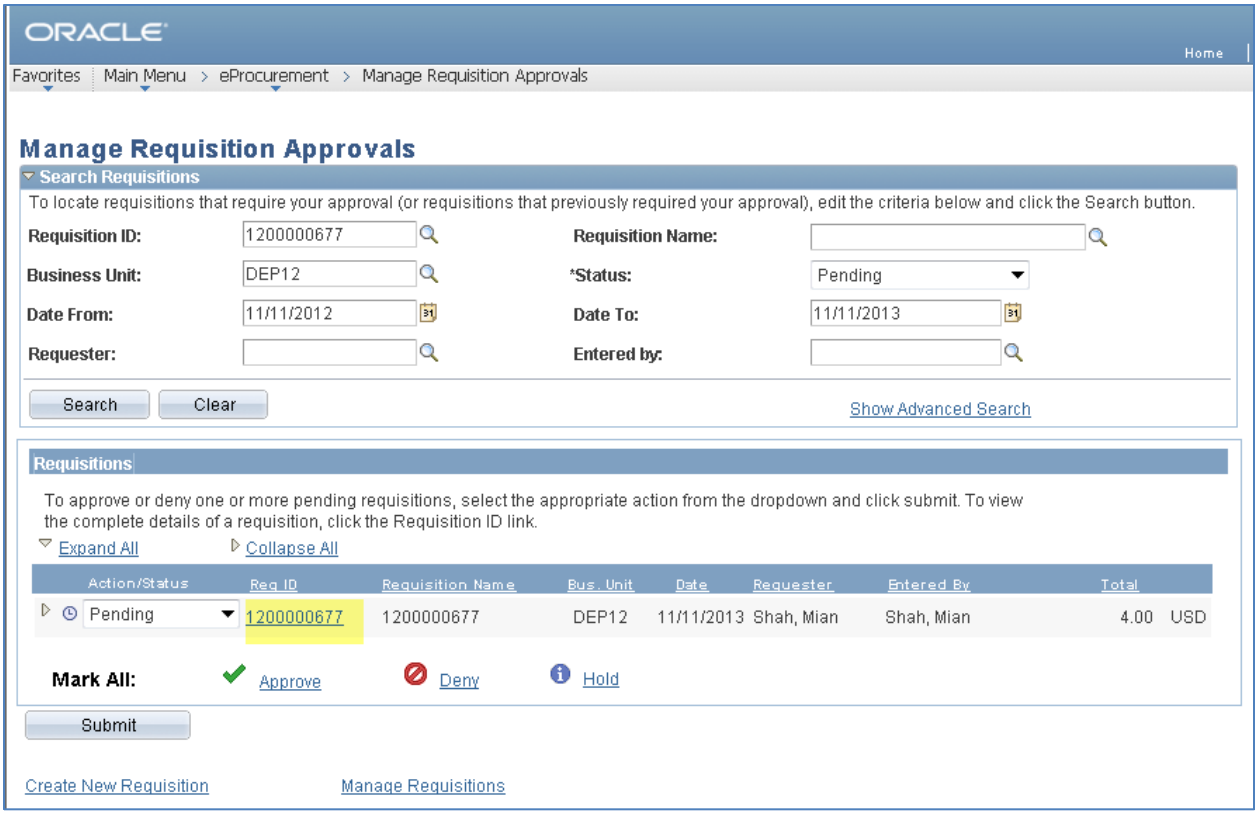
Click the Worklist icon to open the requisition as shown in the screen shot



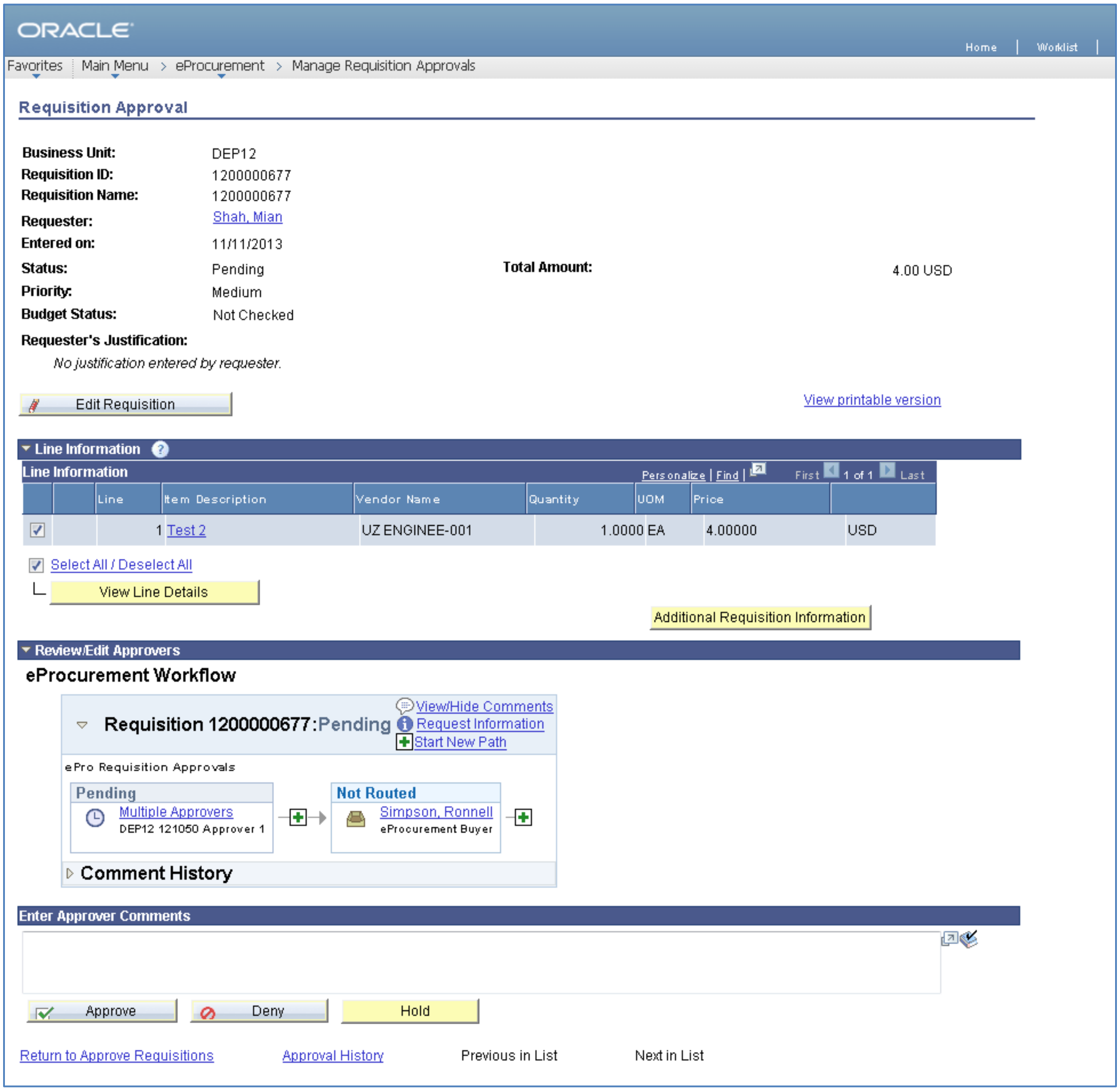
Click the 

to open the Requisition for approval.

You can also navigate to the following page to open a requisition for approval.



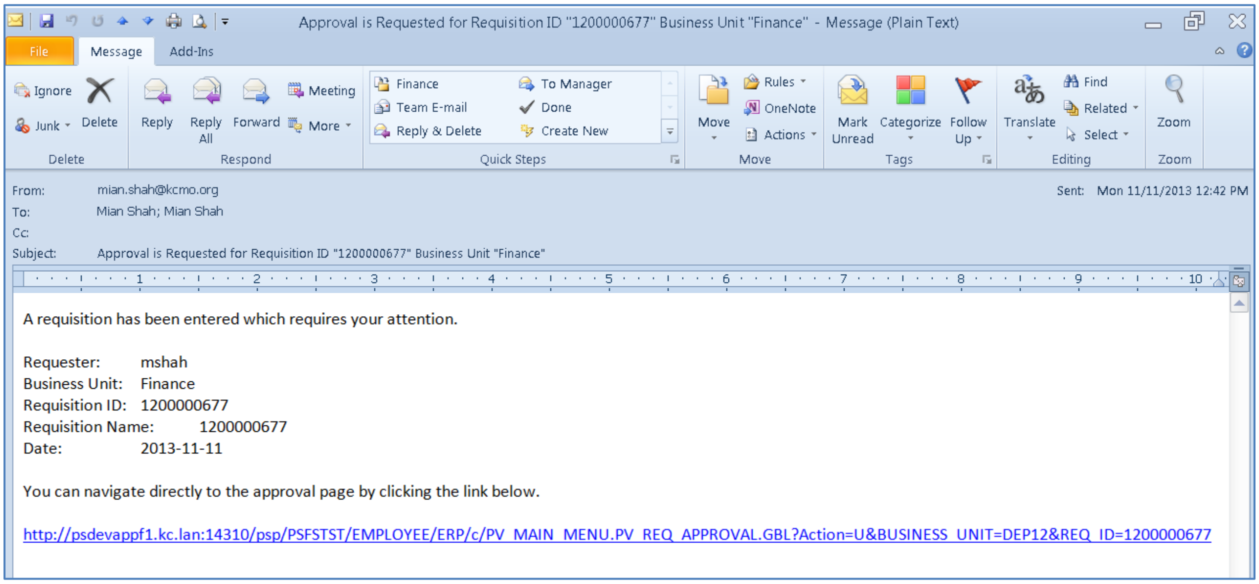
Click the requisition number 1200000677



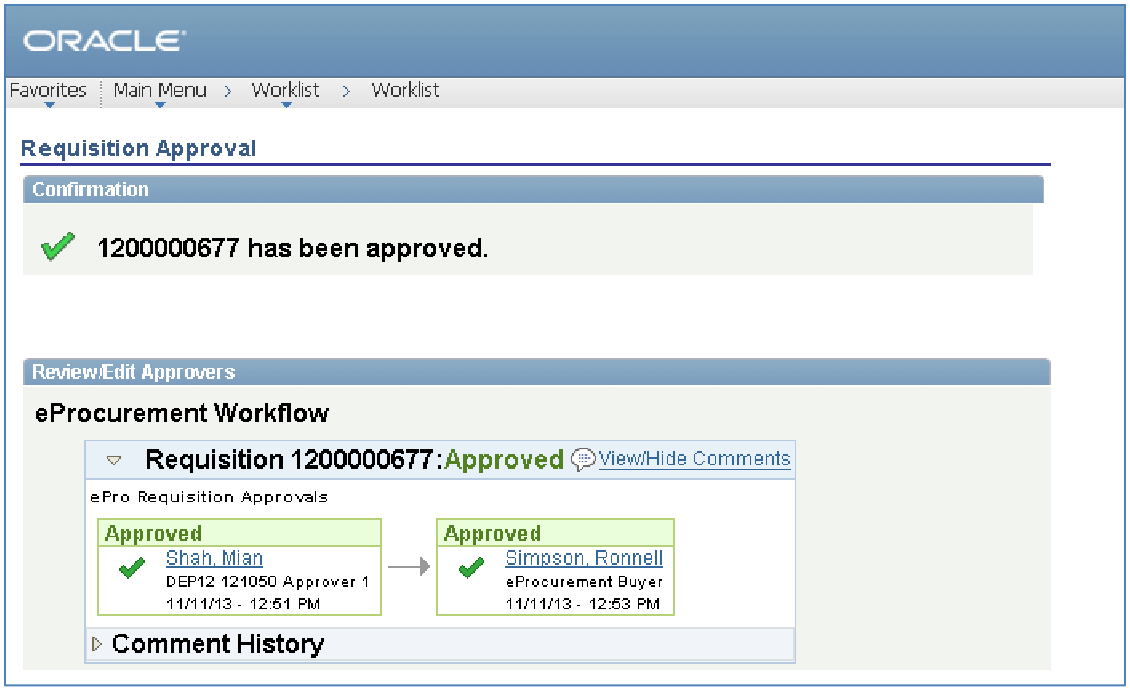
Enter comments in the Approval Comments box.

Click Approve for approval.

After requisition approval, it will go to the Buyer.

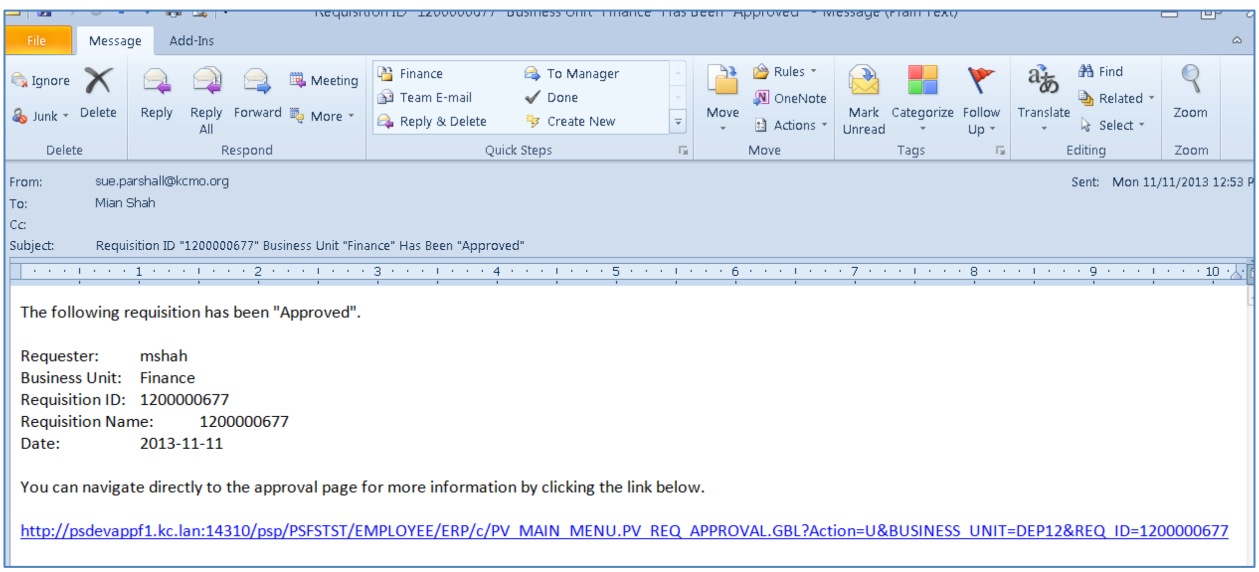


The Buyer will receive an e-mail for the requisition



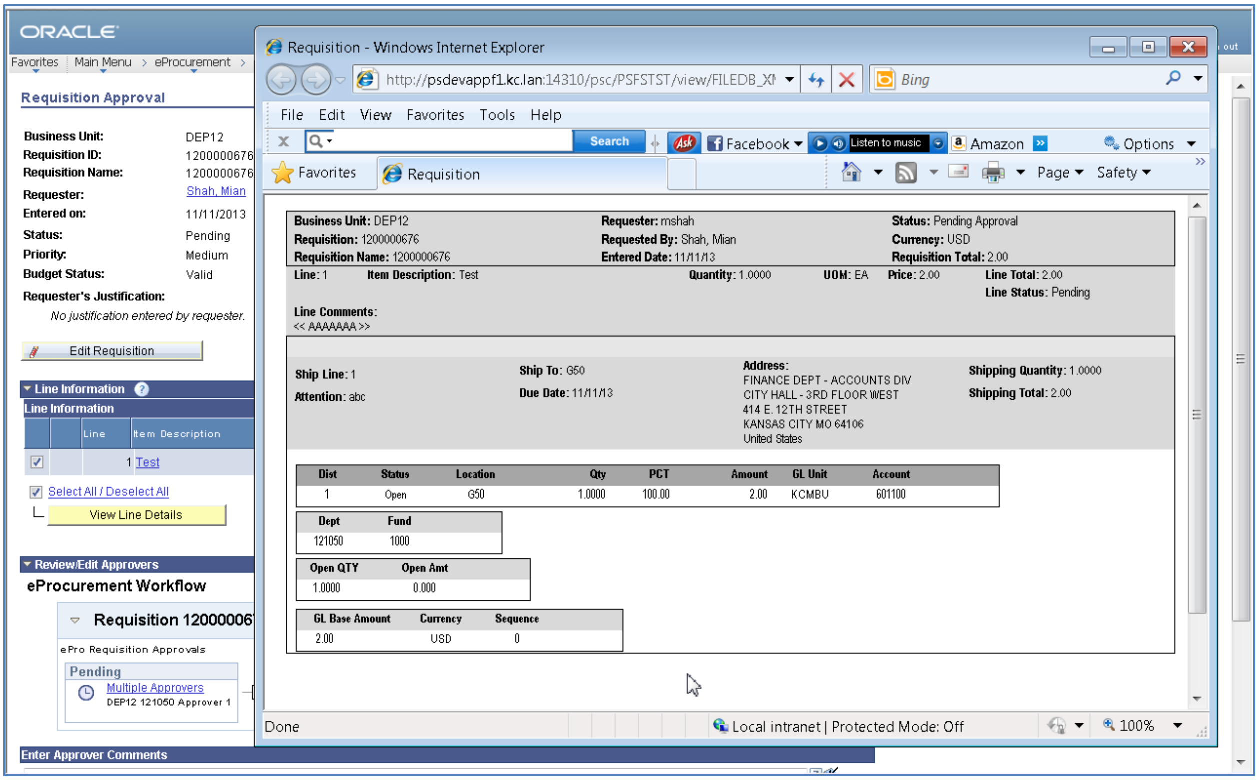
The Buyer approves the Requisition.

eProcurement Workflow displays the Requisition is Approved at all levels.

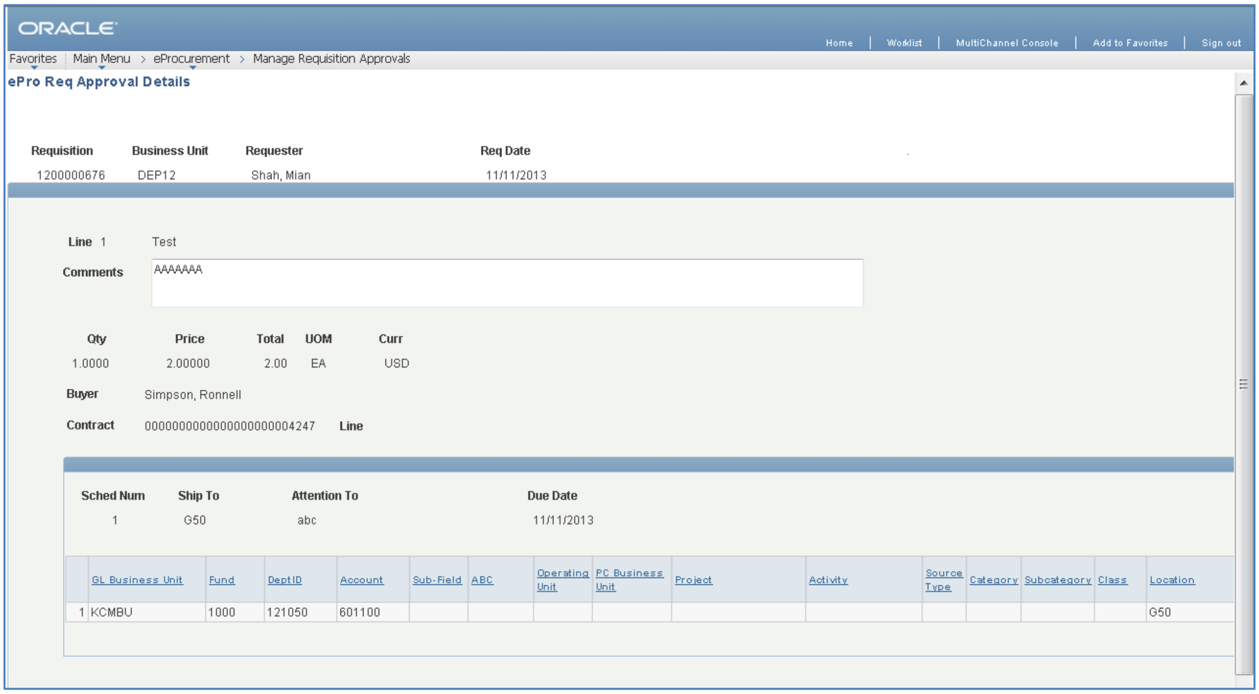


An e-mail is sent to the **initiator** that the requisition has been approved by the Buyer.

Note:

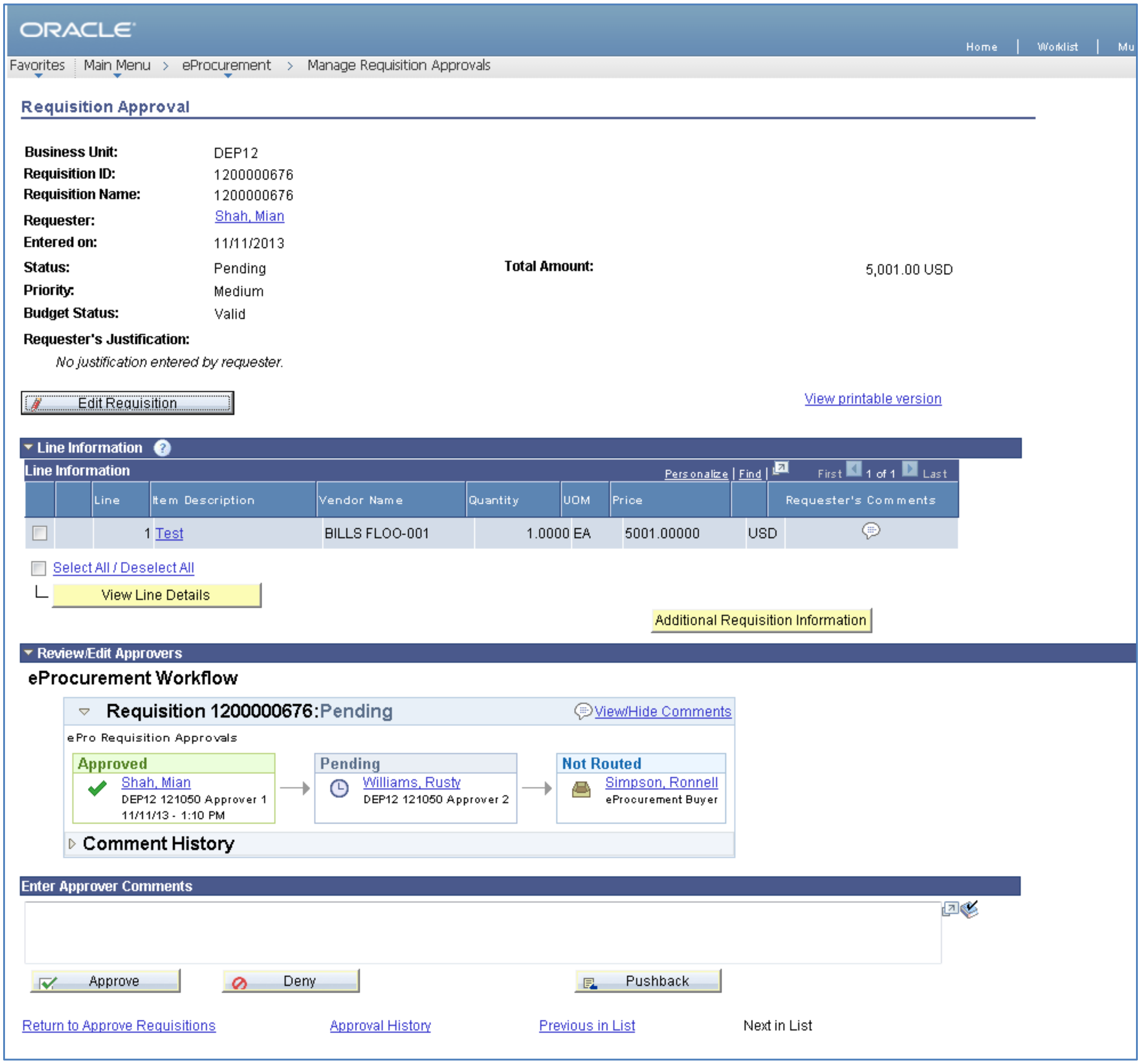


Add a check mark to the line and click View Line Details The above screen will be displayed.



Click **Additional Requisition Information** to display the above page for additional requisition information.

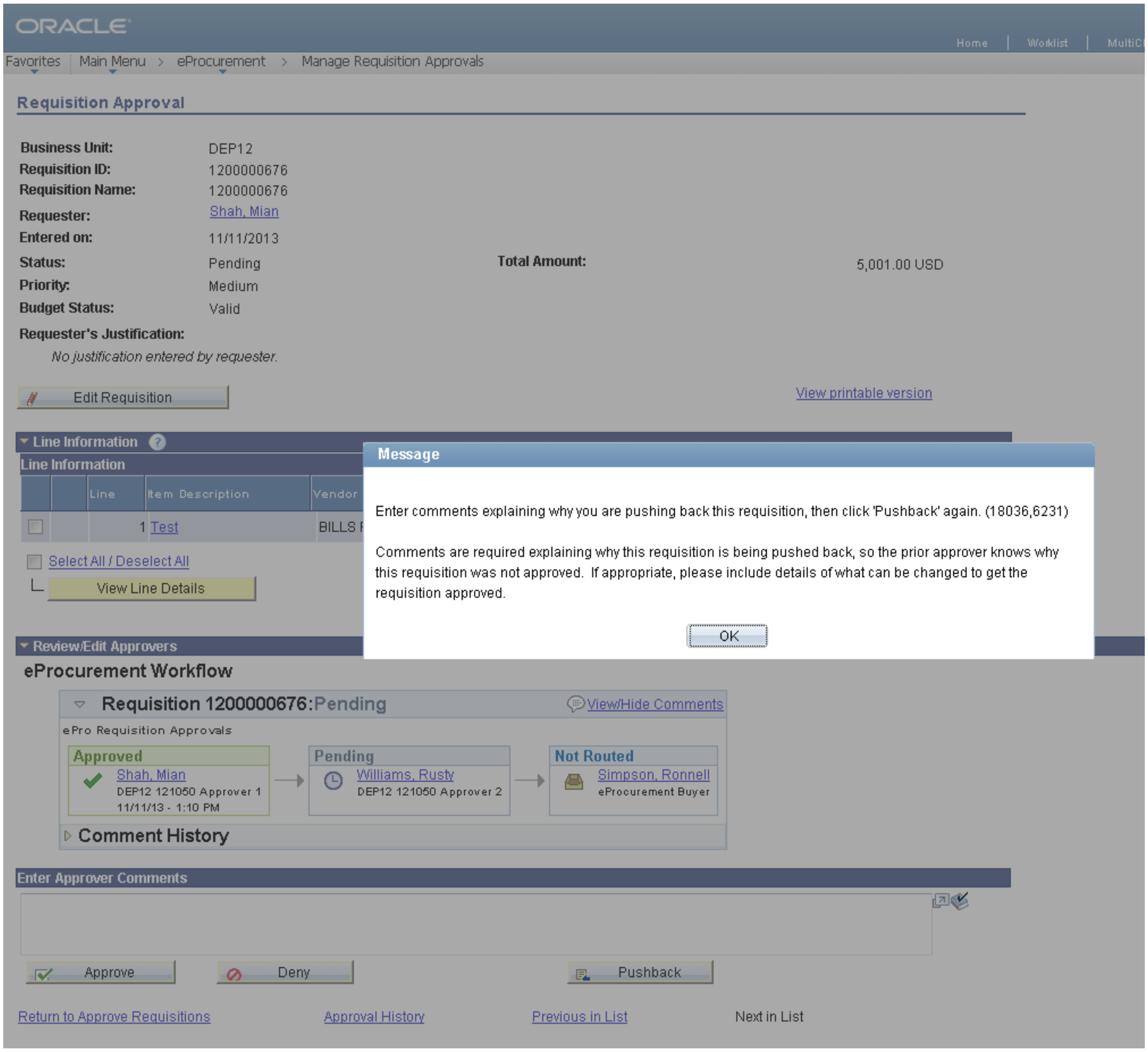
Note:



When you have more than two levels of approval, then a requisition can be Deny, Pushback or Approve

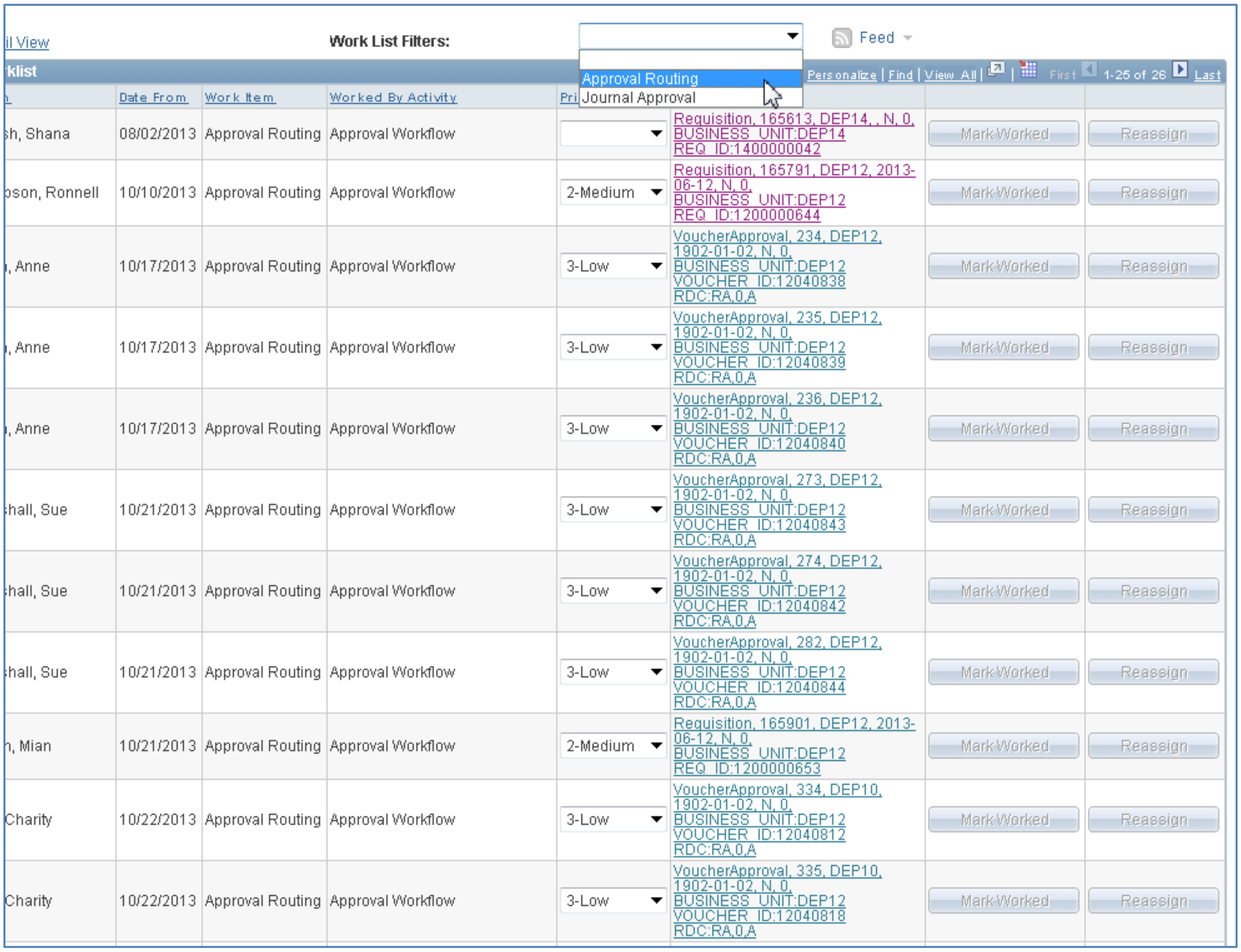
Deny sends the requisition back to the initiator. Pushback sends it back to the last approver.

Note:



If you Deny or Pushback a requisition without a Comment, the above message will be displayed. A Comment is required.

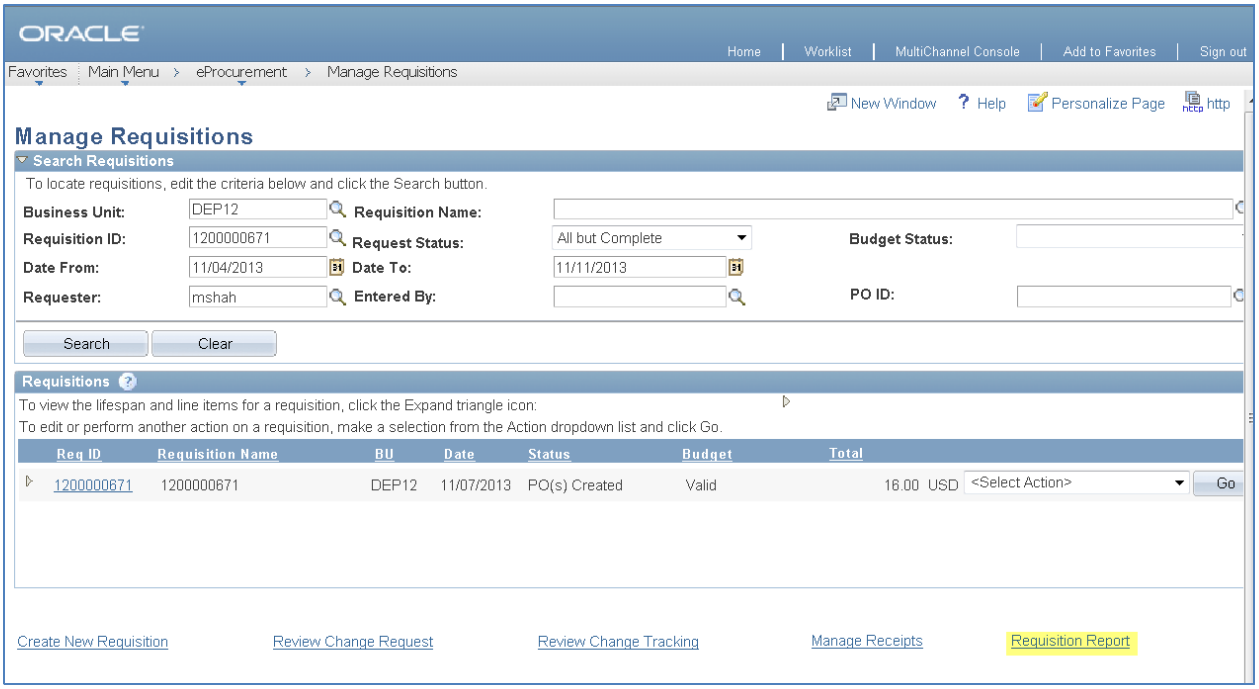
Note:



If your Worklist displays all documents, use the filter for the documents you need to review.

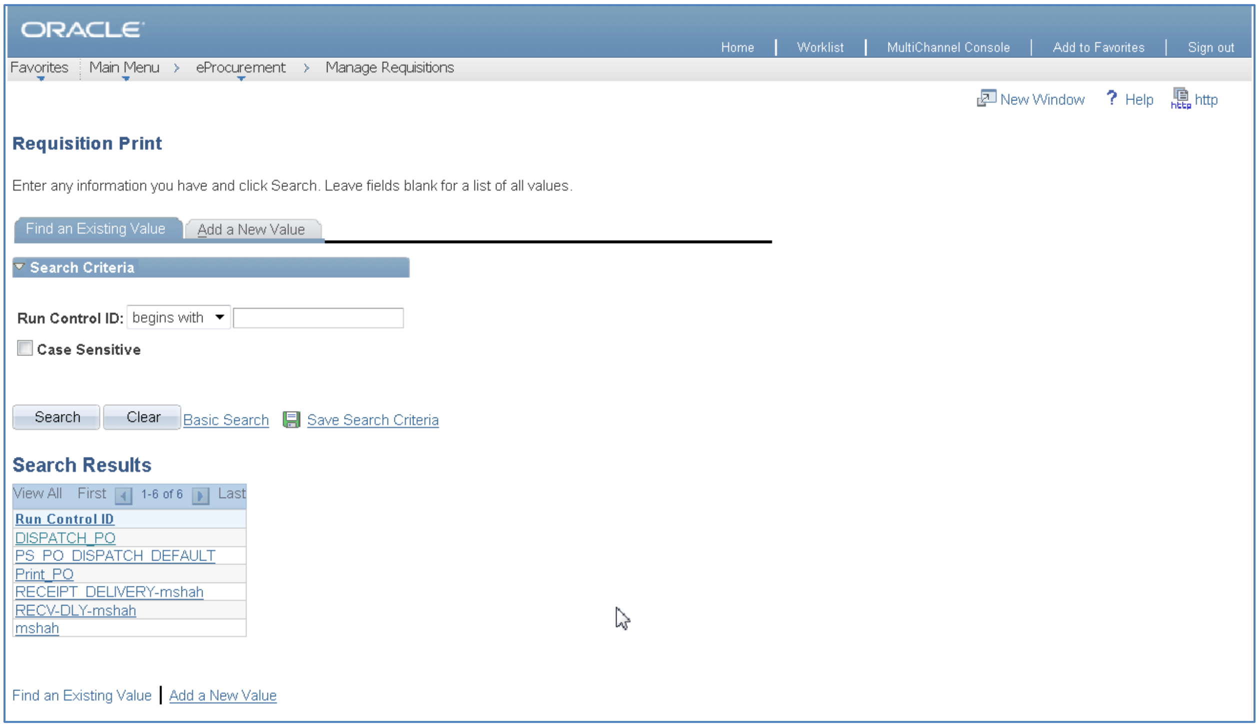
Select the **Approval Routing**

Print a Requisition:



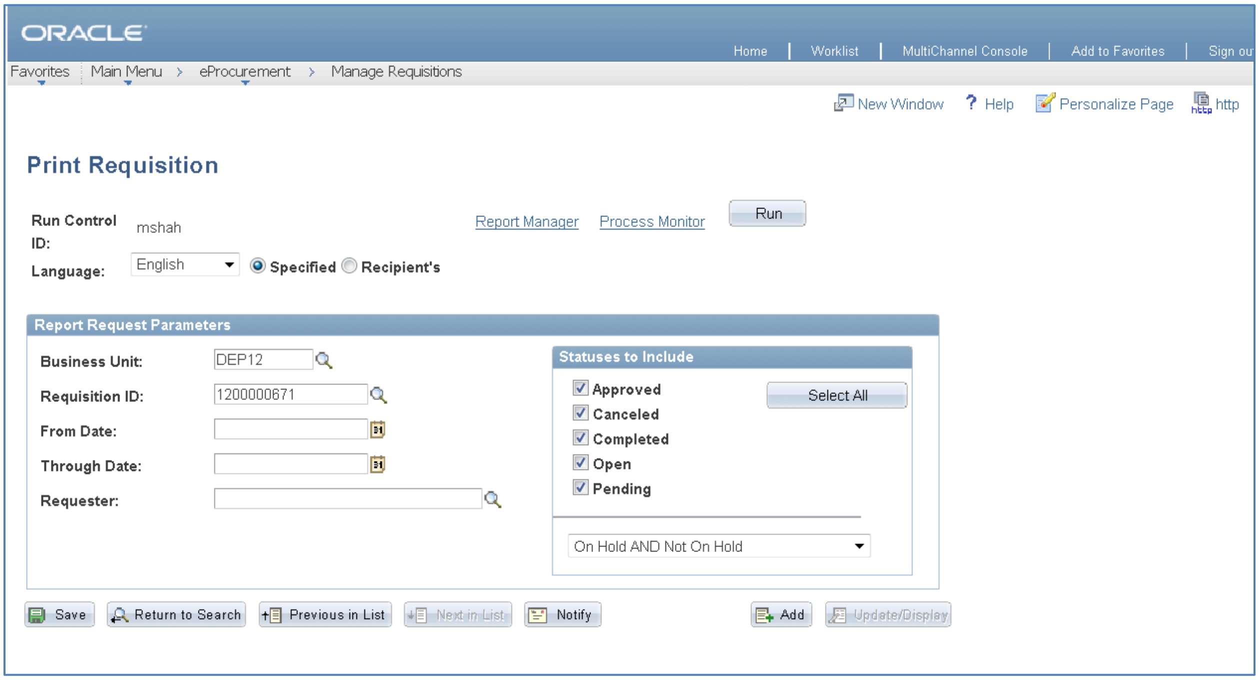
Open a Requisition that needs printing.

Click the Requisition Report link



Click Search

Select a Run Control ID; if none exists then create one by clicking the Add a New Value tab

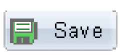


Enter the 

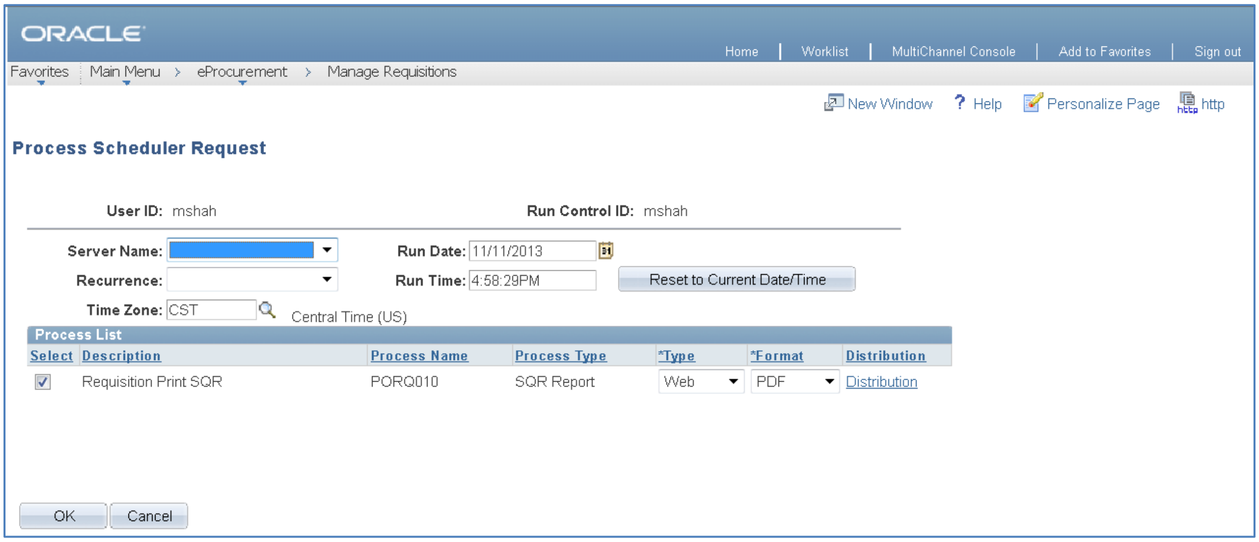
, and the

Populate the 

as shown

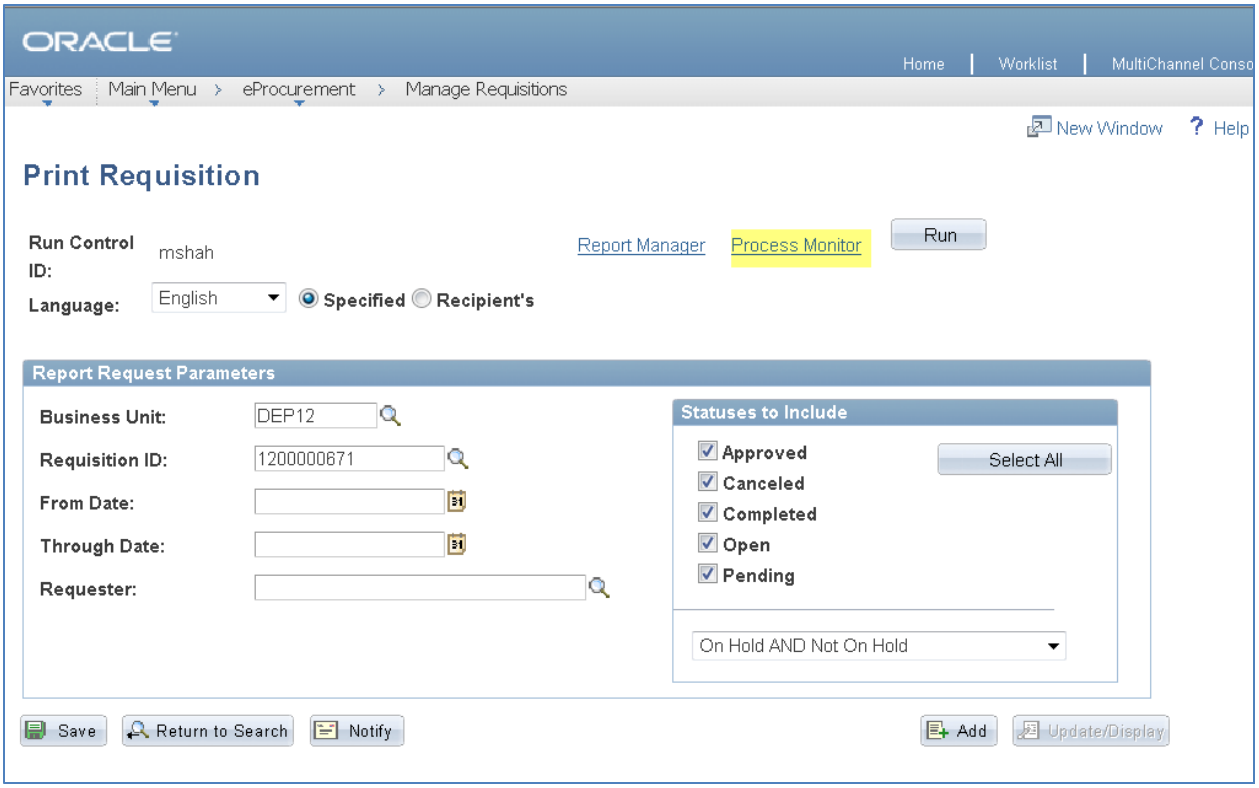
Click 

Click 

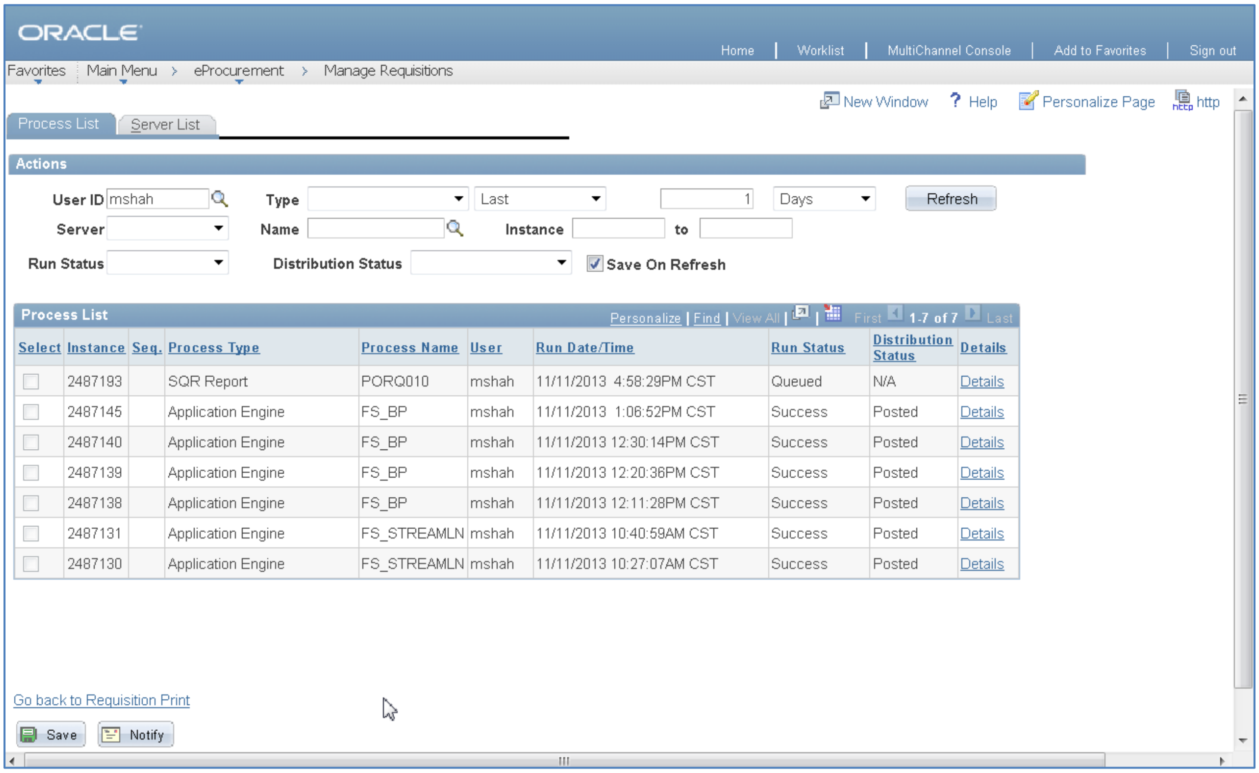


Do not make any changes to the above Page

Click OK



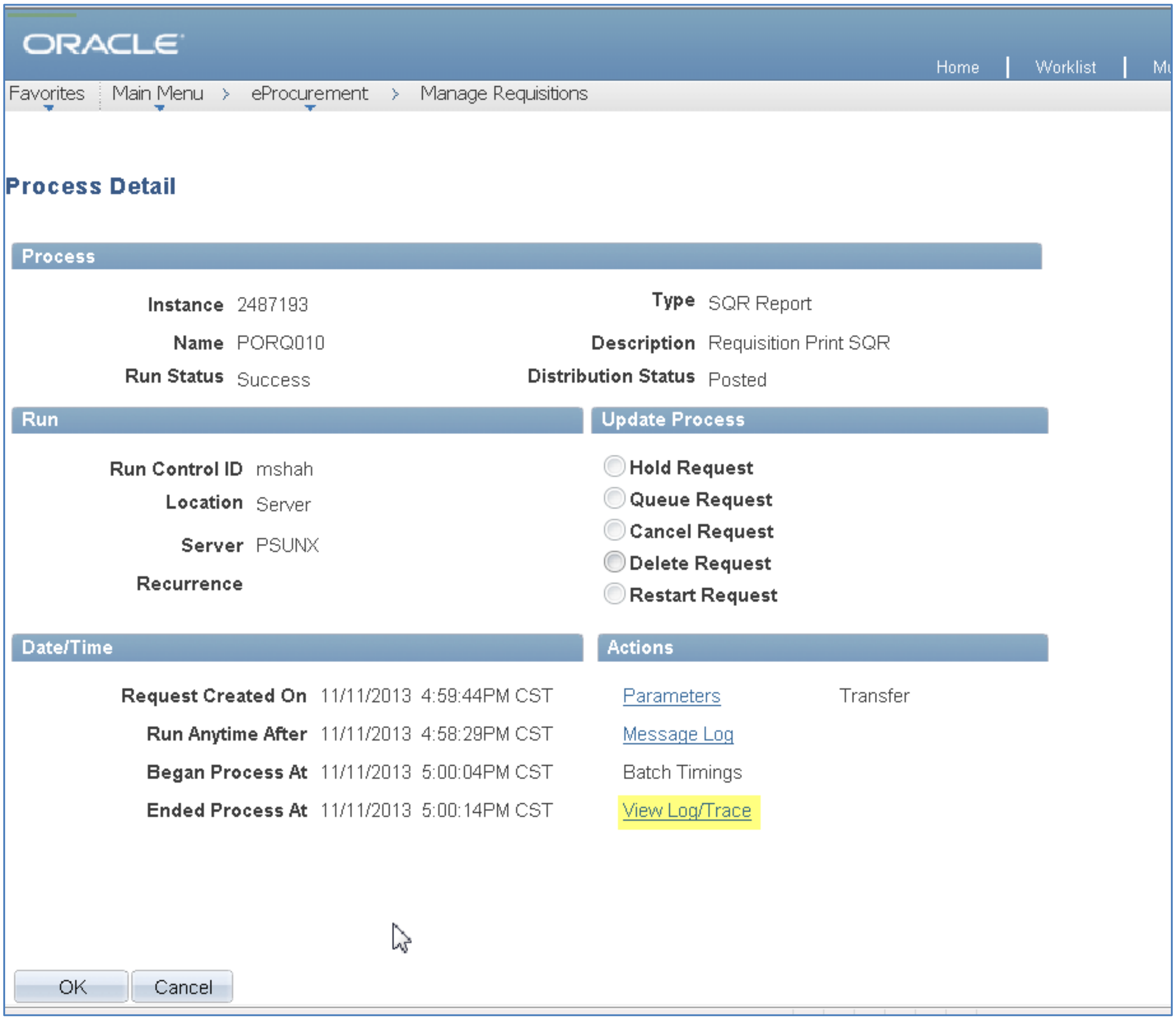
Click the Process Monitor



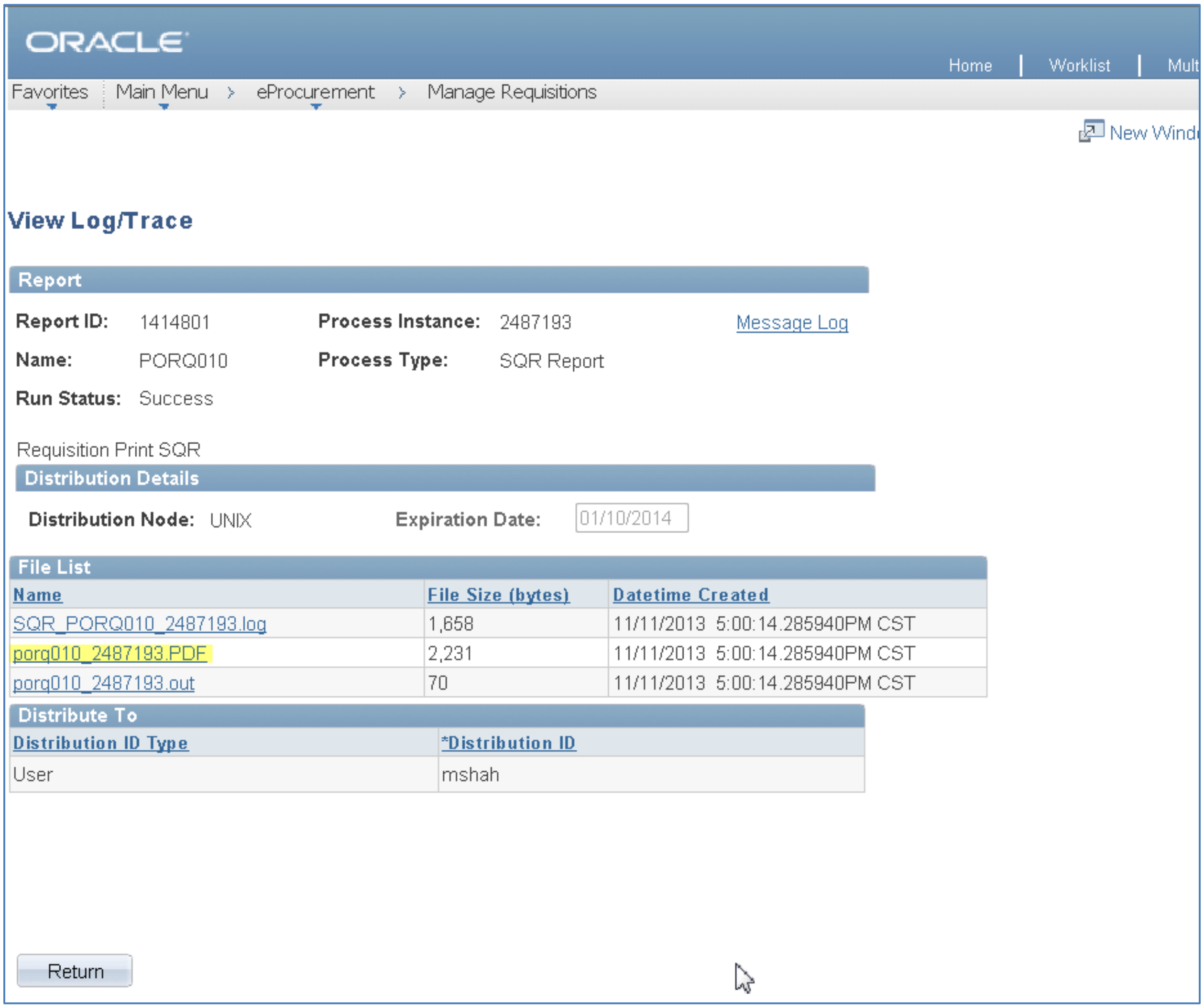
When the Run Status changes to Success and the

Distribution Status changes to Posted

Click the Details link



Click the View Log/Trace



Click the porq010_2487193.PDF link

Requisition

Ship To: FINANCE DEPT - ACCOUNTS DIV
CITY HALL - 3RD FLOOR WEST
414 E. 12TH STREET
KANSAS CITY MO 64106

Business Unit:	DEP12	APPROVED
Req ID: 1200000671	Date 11/07/2013	Page 1
Requisition Name: 1200000671		
Requester Shah, Mian		Currency USD
Requester Signature		

Line-Schd	Item	Description	Mfg ID	Quantity	UOM	Price	Extended Amt	Due Date
1-1		test Contracts		1.0000	EA	16.00	16.00	

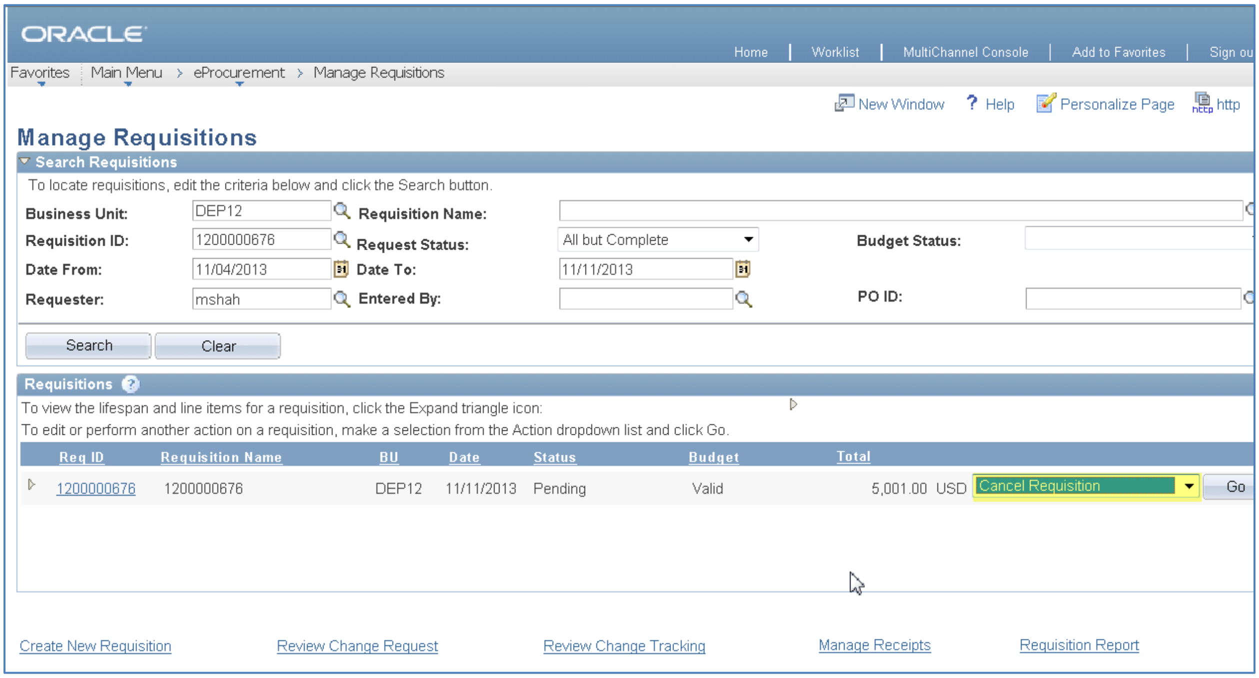
Buyer: Simpson, Ronnell
Vendor: 0000000001 UZ ENGINEERED PRODUCTS
Attn: Shah, Mian

Line Total: 16.00

Total Requisition Amount: 16.00

The Requisition will open.

Cancel a Requisition:

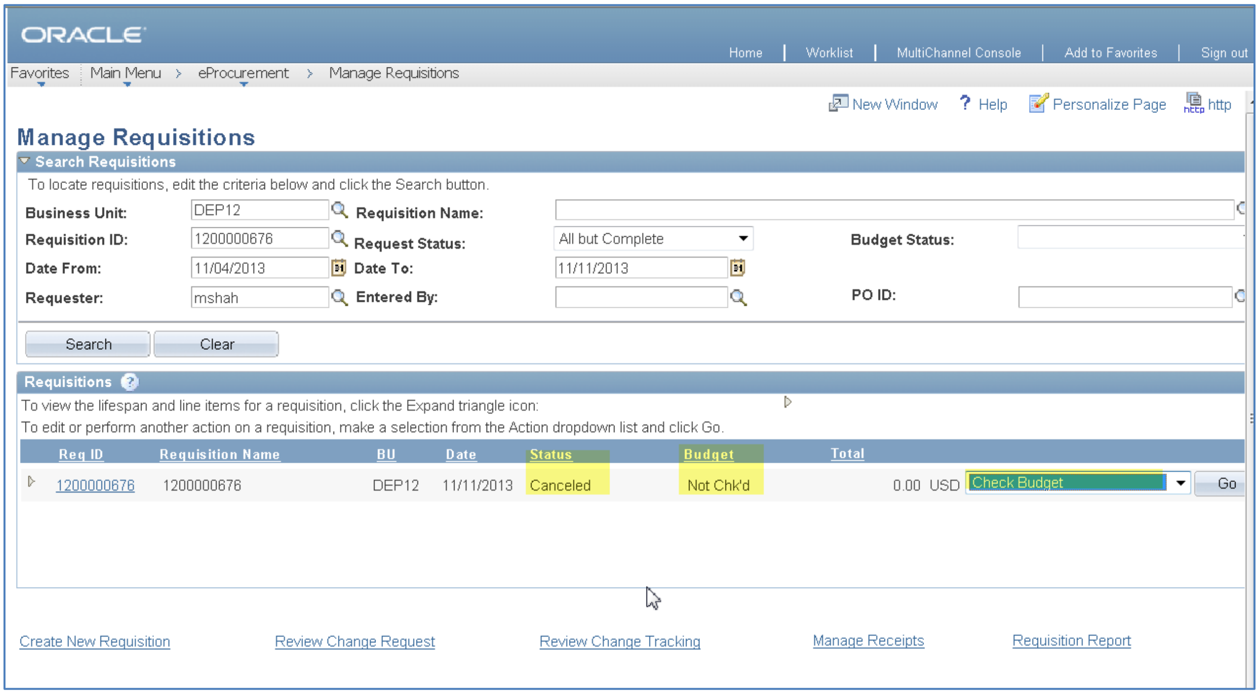


Canceling a requisition requires that you have the access to do so. If you do,

Select Cancel Requisition in the drop down

Click Go

Click Cancel Requisition



Requisition Status is **Status** Canceled

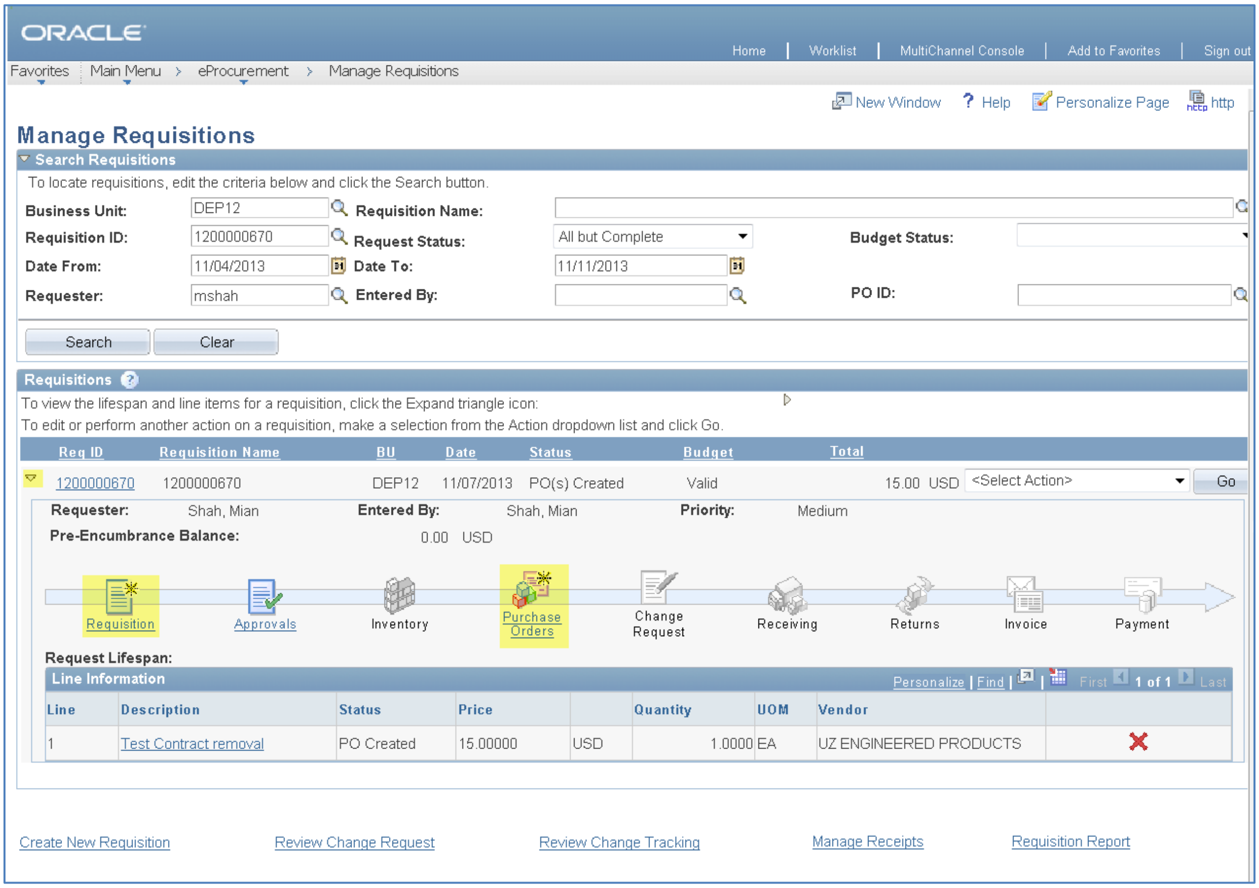
Budget Status is **Budget** Not Chk'd

Select Check Budget

Click Go

You can **re-open** a cancelled requisition from the drop down window.

Review a PO:



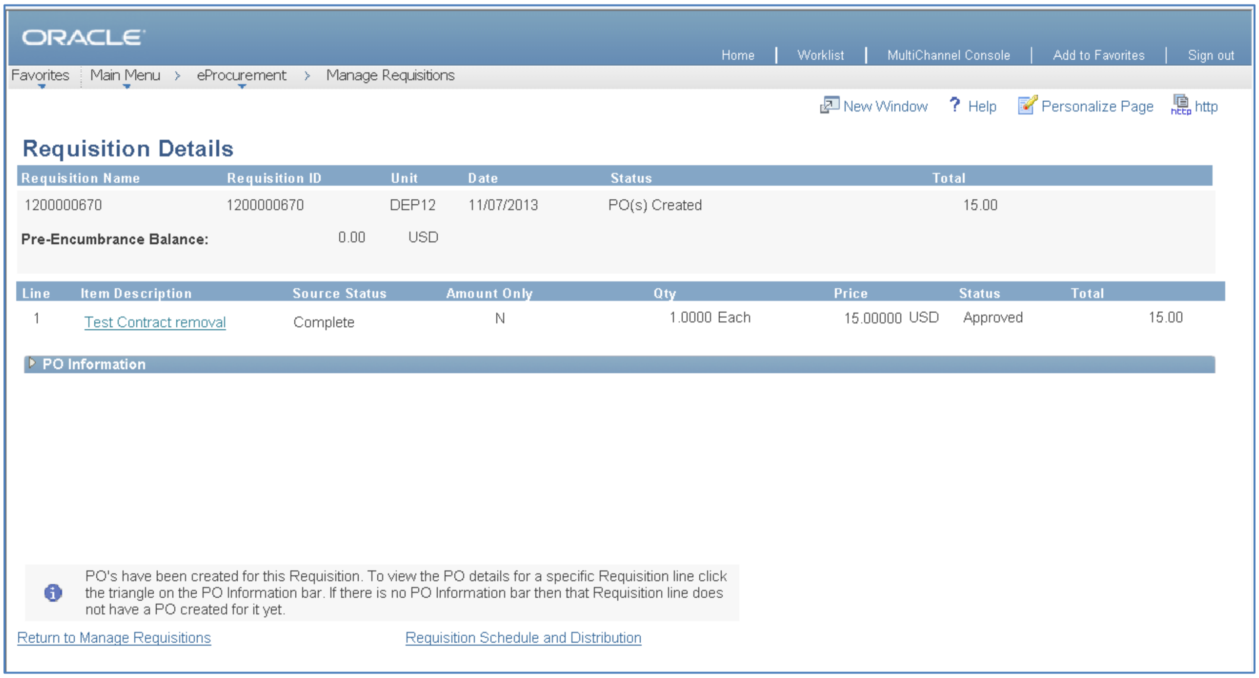
Enter a Requisition ID

Click 

Click the icon

You can click the 

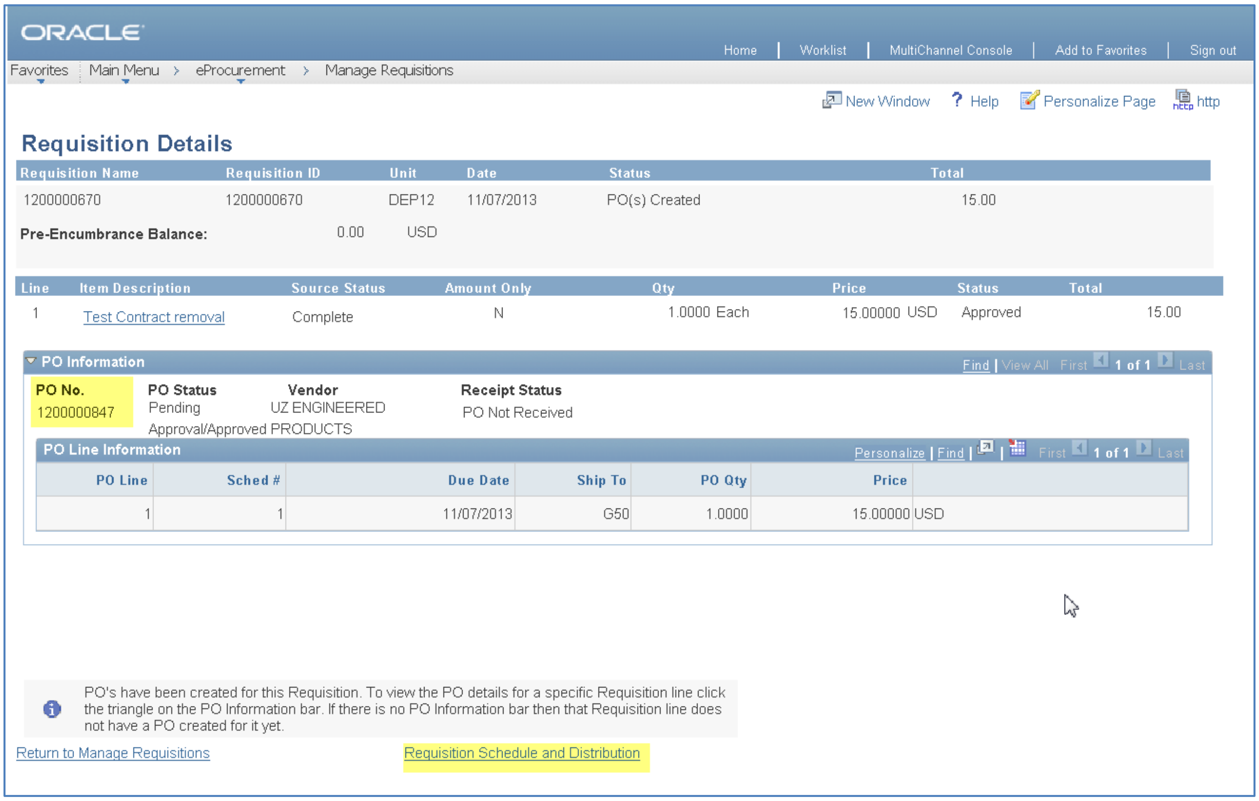
or 



If you clicked the 

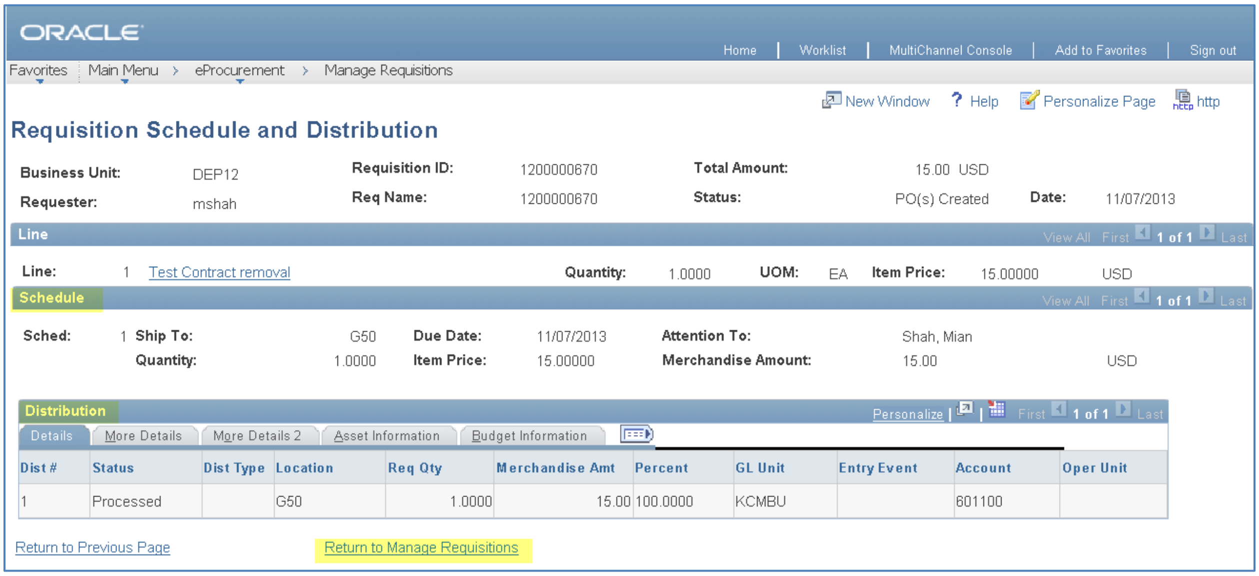
link, the above page will open

Click the PO Information icon to open the PO



The PO information will be displayed.

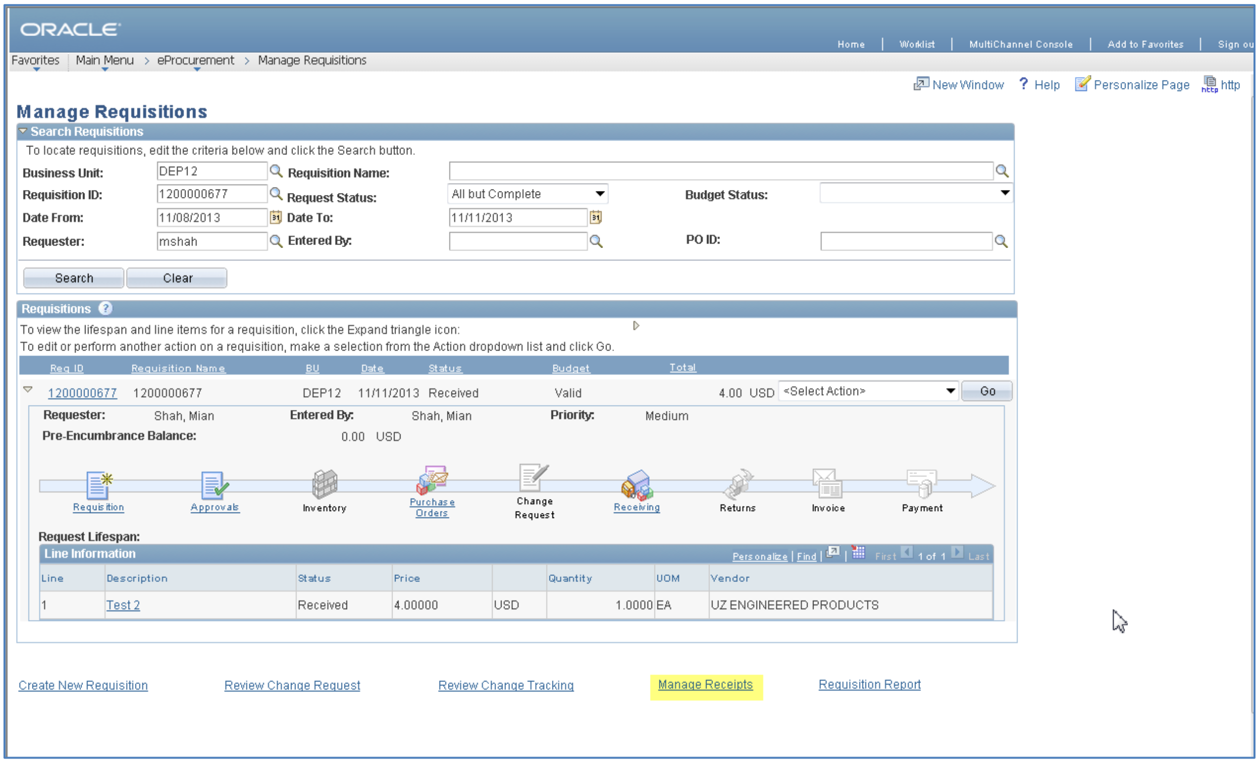
Click the Requisition Schedule and Distribution link to review **Requisition Schedule and Distribution** information.



Click Return to Manage Requisitions to go to the beginning of the Requisition, or

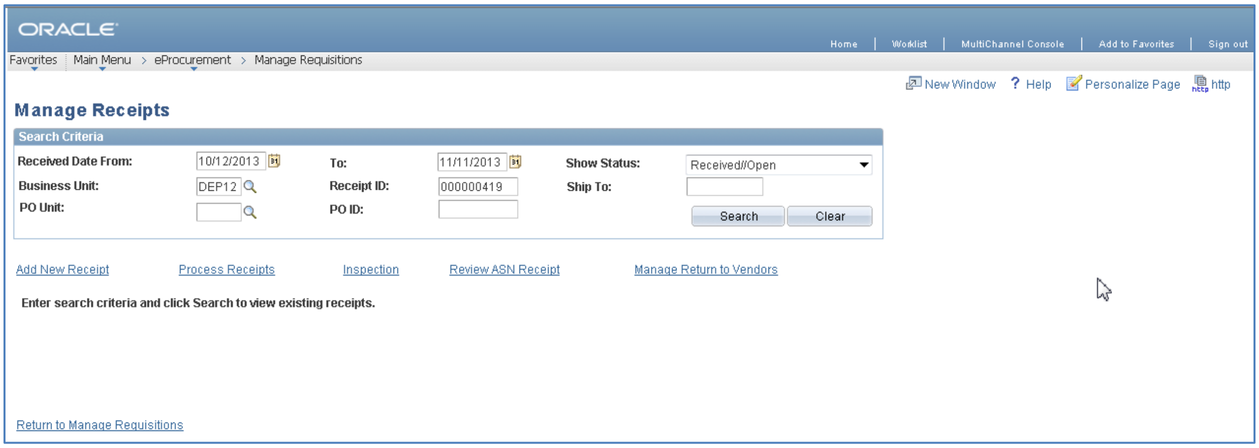
Click Return to Previous Page to return to the PO information page.

Inquire Receipts:



Open a Requisition

Click the Manage Receipts link



Click 

to review all Receipts, or

Add a 

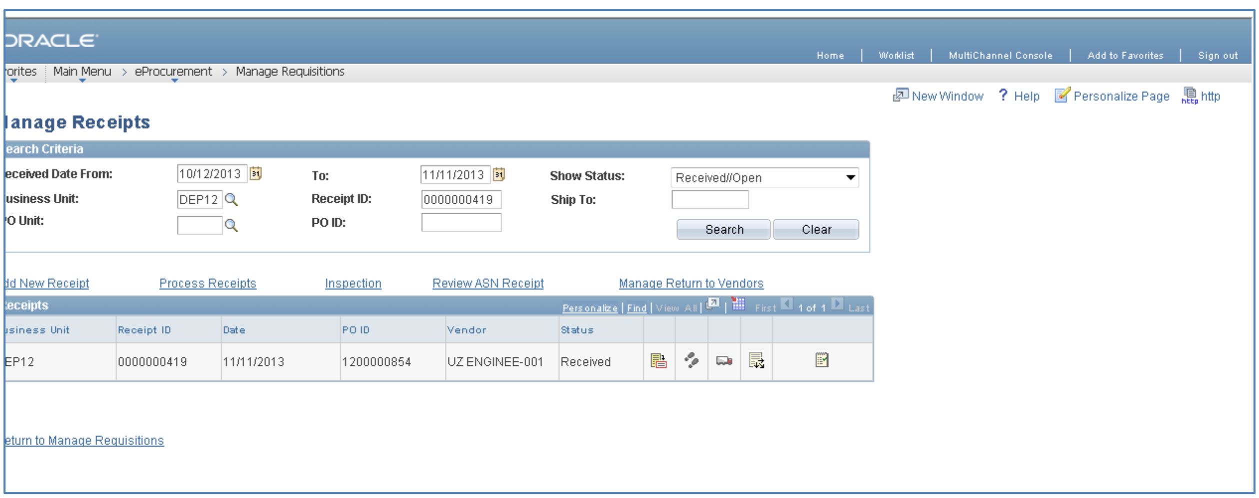
for a specific PO, or

Add a 

for a specific Receipt

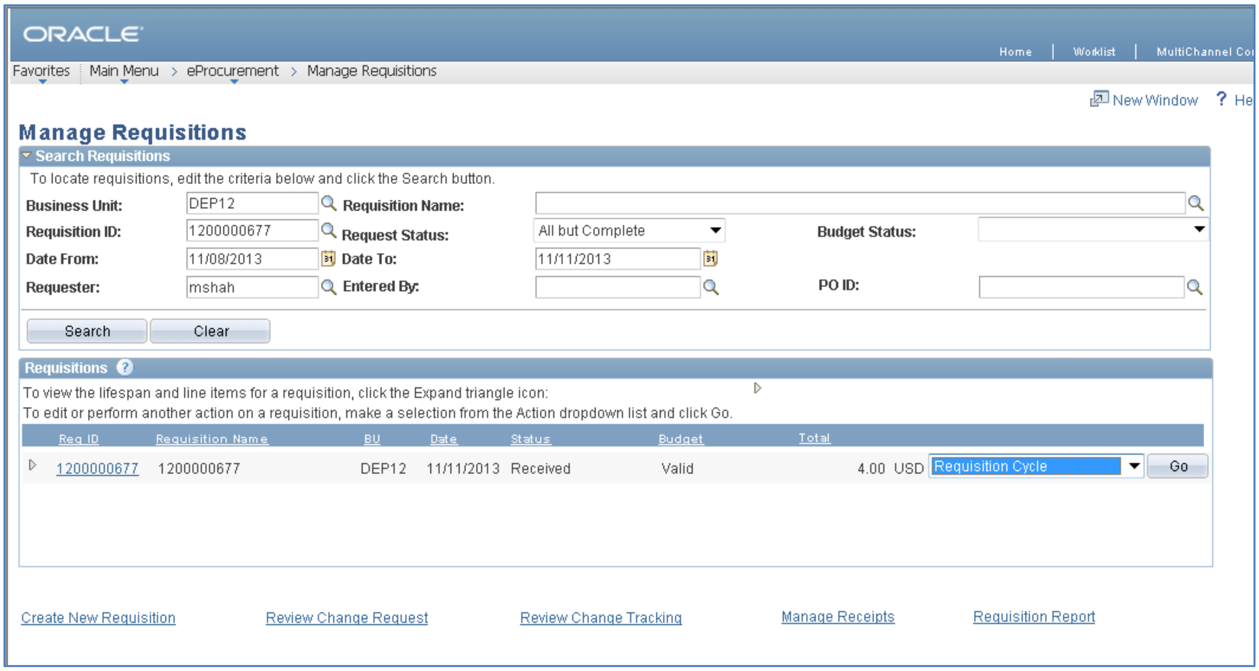
Click 

after adding a PO or a Receipt #. Receipt will be displayed



If no PO or Receipt is selected, then all Receipts will be displayed for the Period as displayed above.

Procurement Life Cycle:



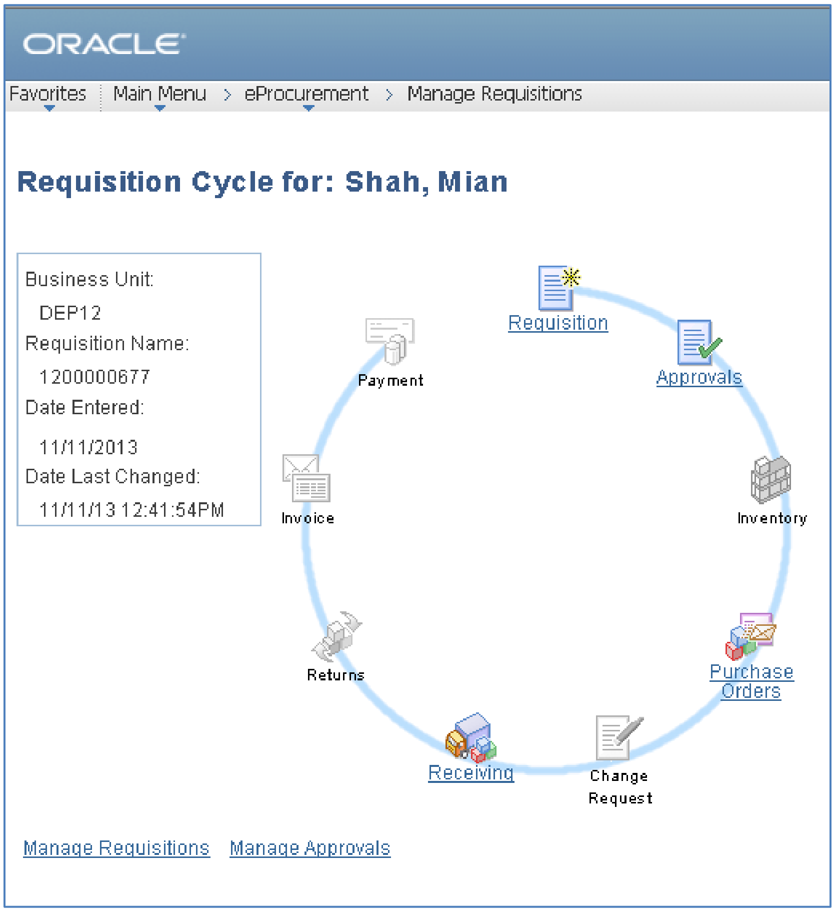
To view the Life Cycle, add requisition #

Click Search

Click the drop down Window <Select Action..

Select Requisition Cycle

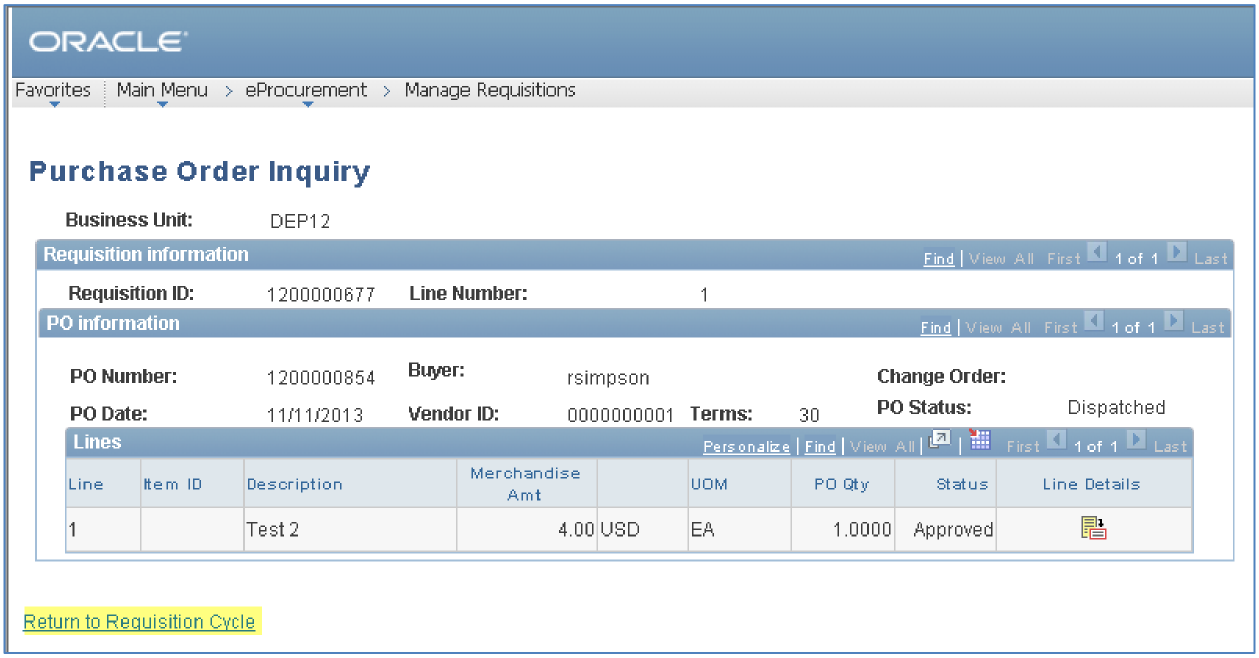
Click Go



The above Page will open. You can click the **active** icons to open that document.

For example, click the 

icon to open the PO.



Click the Return to Requisition Cycle link to go back to the previous page.

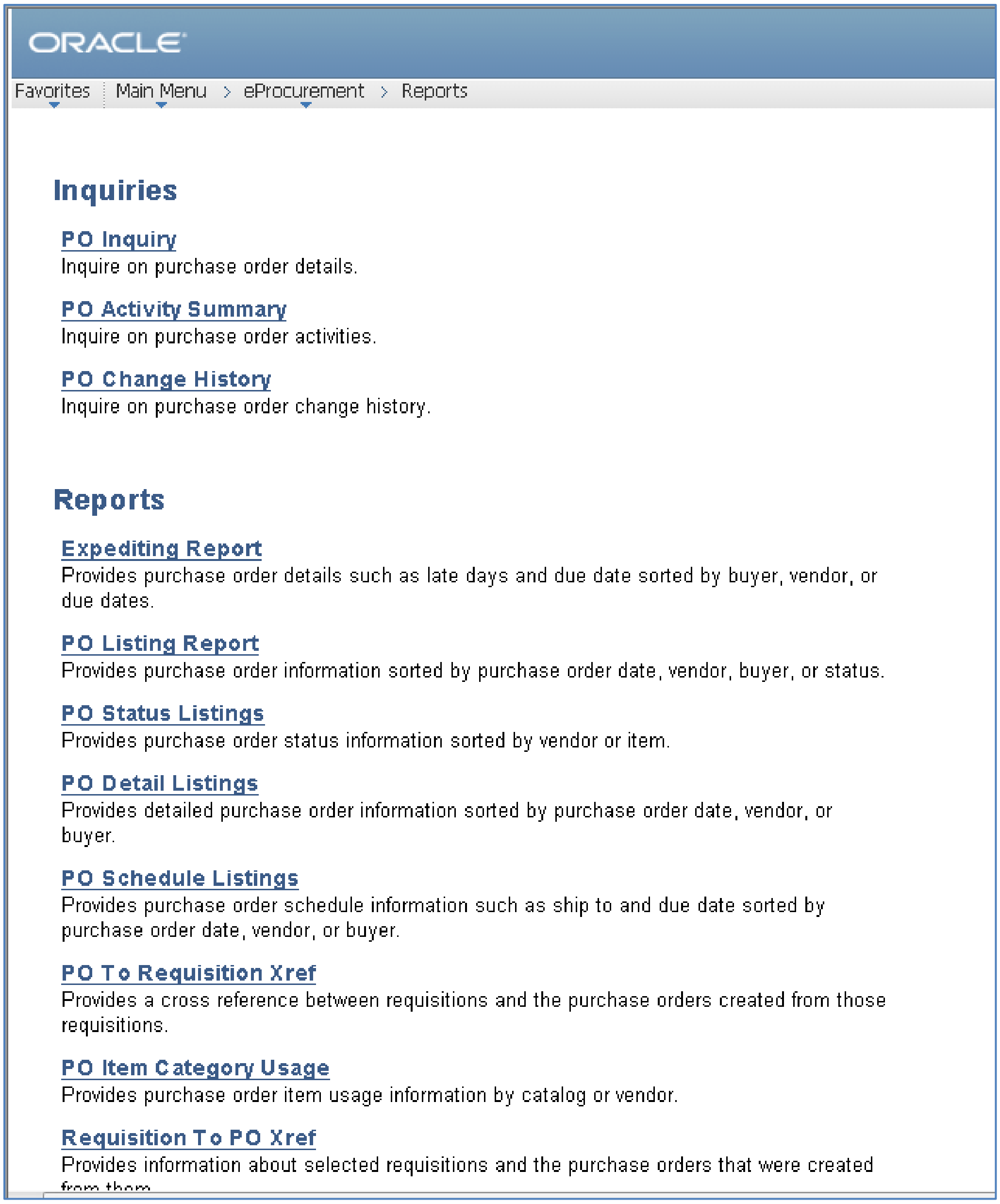
Queries:

Navigation: Reporting Tools > Query > Query Manager

Query Name	Description
KCM_REQ_INFORMATION	Requisition Information
KCM_REQ_N_APPROVED	Req not approved by Dept
KCM_REQS_W_ERRORS	Reqs with Budget Errors

Reports:

Navigation: eProcurement > Reports



Requisition status Values:

Approved: Requisition has been approved.

Complete: Requisition has been processed through to completion.

Open: This status appears by default from the requester setup. The requisition is not eligible to enter the approval process until an authorized user changes its status to Pending Approval.

Pending approval: Requisition is eligible to enter the approval process.

Canceled: Requisition has been canceled.